Event Funding 2026/2027
Form Preview

Eligibility

* indicates a required field

Before completing this application form, please make sure you have thoroughly read the Event Funding Guidelines.

Please note that incomplete applications or those submitted after the closing date will not be considered.

The initial section of this application form is designed to assess your eligibility for the grant. It's crucial that you complete these questions first to ensure your group qualifies for the grant before proceeding further.

If your group has received an Event Funding grant the acquittal must be completed by the end of the financial year in order for your organisation to be eligible for any further funding.

Applications open 1 July 2026 and close when funding pool is fully allocated.

If you have any questions in regards to the eligibility criteria, please contact the **Tourism and Events Officer** on **5760 2600** or **events@benalla.vic.gov.au**

I confirm that the applicant ...

- has read and understands the program guidelines
- is an incorporated community based and not-for-profit group or organisation
- an unincorporated group sponsored by an incorporated organisation
- is located in and/or deliver the event within to **Benalla Rural City** municipality
- does not owe any reports or money to **Benalla Rural City Council** as a result of previous funding or grants
- has the appropriate insurances to deliver the event
- is not an individual, individual business, government agency, political or religious group
- has acquitted previous grant funding provided by Benalla Rural City Council

Please select below: *

○ Yes ○ No

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

Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to **Benalla Rural City Council Privacy Statement**

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Form Preview

Applicant

Organisation Name *
Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Organisation Postal Address *
Address

Address Line 1, Suburb/Town, and Postcode are required.

Organisation Email

Must be an email address.

Primary Contact Person *
Title First Name Last Name

This is the person we will correspond with about this grant

Position *

e.g. Manager, Board Member, Fundraising Coordinator

Phone Number *

Must be an Australian phone number.

Contact Person's Email *

This is the address we will use to correspond with you about this grant.

Bank Details

Account for the grant funding to be paid into

Bank Account *
Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Please upload a copy of your bank statement to verify the account details above. *
Attach a file:

Organisation Details

* indicates a required field

Is your organisation incorporated? *
○ Yes
○ No
Note that you are ineligible to apply if your organisation is not incorporated unless sponsored by an incorporated organisation

What is your incorporation number? *
Incorporated Association or Australian Corporation Number.

How long has your group been established?

How many members does your group have?

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant?
○ Yes ○ No
Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.

Auspice Organisation Details

Auspice Organisation Name *
Organisation Name

Please attach evidence from the auspicing organisation confirming this arrangement is valid and current *
Attach a file:

Evidence must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Australian Corporation Number of Auspicing Organisation *

Auspice Project Contact *
First Name Last Name

Auspice Project Contact Position *

Auspice Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

Auspice Project Contact Primary Email *

Must be an email address.

Event Details

* indicates a required field

Event Funding Program

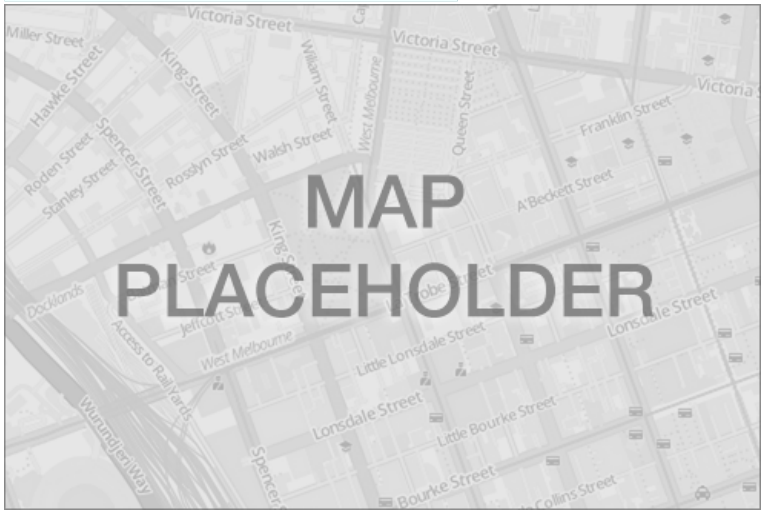
Have a bold idea that can bring people together and put Benalla Rural City in the spotlight? Council's Event Funding Program is designed to help turn great events into memorable experiences that energise our community and attract visitors.

The program supports local and external event organisers to deliver high-quality events that create measurable economic benefits, strengthen community connections, and enhance the vibrancy and liveability of Benalla Rural City.

Event Title

Must be no more than 250 characters.
Name your event.

Event Location
Address



Please provide the address where the project is to be carried out or position a pin on the map below.

All applications must be submitted at a minimum 8 weeks before the event to allow time for approvals.

Anticipated start date

If unknown, provide your best guess or leave blank

Anticipated end date

If unknown, provide your best guess or leave blank

Provide a description of your event and explain the features that make it unique. *

Word count:
Must be no more than 200 words.
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

Describe how your event will generate economic benefits, strengthen community connections, and contribute to the vibrancy of Benalla Rural City. *

Word count:

Must be no more than 150 words.

Event Details (continued)

* indicates a required field

Estimated Number of Visitors

International	Interstate	Intrastate	Local	Total
				This number/ amount is calculated.

Estimated number of visitors staying overnight for the event *

Must be a number.

If the event has been held before, how many visitors attended? *

Must be a number.

Marketing and Advertising Plan

How will this event be promoted?

Date	Marketing or advertising activity
	e.g. Social Media
Must be a date.	

Event Application Form

The Benalla Rural City Event Application Form details information associated with public liability insurance, risk management plan and permits.

Have you completed or are in the process of completing the form? *

○ Yes ○ No

Budget

* indicates a required field

Applicants can apply for funding from either:

Tier 1: Up to **$3,000** for a major event that attracts greater than 1000 visitors.

Tier 2: Up to **$1,500** for a minor event that attracts less than 1000 visitors.

Total Amount Requested *

$

Keep amount requested within the tier you are applying for.

Total Event cost *

$

What is the total projected cost in dollars of your event?

Please specify the elements of the event for which you are seeking grant funding.

e.g. Lighting, Catering, Promotional Material, Family Friendly Entertainment

Budget (GST exclusive)

Provide clear descriptions for each budget item in the Income and Expenditure columns. Examples of income could include Event Funding, Sponsorship, Organisation's Cash Contributions. Examples of expenses could include venue hire, marketing and promotion, equipment hire.

Volunteer labour is labour provided at no fee for the applicant group. please calculate unskilled labour at $25 per hour. In-kind donations are services or goods donated at no cost to the applicant group. This could include items that you have received a fee waiver from benalla Rural City Council.

Please refer to our Preparing Your Budget document for an example of how to calculate your budget.

Income Description	Income Amount ($)
e.g. Event Funding Grant	$
e.g. In-kind donations e.g. Benalla Rural City Council fee waiver items	$
e.g. Organisation cash contribution	$
e.g. Ticket sales	$

Expenditure Description	Expenditure Amount ($)
e.g. Advertising	$

e.g. Catering	$
e.g. Family Friendly Entertainment	$
	$

Budget Totals

Total Income Amount
$
This number/amount is calculated.

Total Expenditure Amount
$
This number/amount is calculated.

Income - Expenditure
This number/amount is calculated.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree * ○ Yes ○ No

Name of authorised person * Title First Name Last Name
Must be a senior staff member, board member or appropriately authorised volunteer

Position *
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *
Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *
Must be an email address.

Date *
Must be a date

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

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.