

Plans, policies and guidelines

* indicates a required field

Acknowledgement of Program Guidelines and Eligibility

Before you start, read the [Connected Nillumbik - Festival and Event Program Guidelines](#) to understand the program objectives, eligibility requirements, funding conditions and assessment criteria.

Make sure your organisation is eligible to apply, your event is open to the general public, predominantly free and accessible, and your event will be held within the Nillumbik Shire municipal boundary unless an exceptional location requirement applies.

Acknowledgement: *

☐ I acknowledge that I have read and understood the Connected Nillumbik – Festival and Event Program Guidelines, including the program objectives, eligibility requirements, funding conditions and assessment criteria. I confirm that our organisation is eligible to apply, and that the proposed event will be open to the general public, predominantly free and accessible, and held within the Nillumbik Shire municipal boundary (unless an exceptional location requirement applies)

Conflicts of interest declaration

All applicants must declare any actual, potential, or perceived conflicts of interest that may arise in connection with their application, including relationships with Councillors, Council officers, advisory committee members, or other applicants.

Note. Council officers, assessment panel members, and decision makers involved in the assessment or approval of applications are required to declare and manage any conflicts of interest in accordance with Council policy. Where necessary, this may include exclusion from discussions, assessment, recommendations, or decision-making.

Do you have any actual, potential or perceived conflicts of interest relating to this application? *

☐ Yes ☐ No

Provide details *

Word count:

Supporting policies and plans

[Assessment Guidelines - Connected Nillumbik - Festival and Event Program \(2027-2030\)](#)

[Council Plan 2025-2029](#)

[Economic Development Strategy 2020-2030](#)

Connected Nillumbik - Festival and Event Program (2027-2030)

Form Preview

[Health and Wellbeing Plan 2025-2029](#)

[Access, Equity and Inclusion Policy](#)

[Child Safety and Wellbeing Policy](#)

[Climate Action Plan 2022-2032](#)

[Community Grants Policy](#)

[Events Policy](#)

[Planning an Event in Nillumbik Guide](#)

Contact details

* indicates a required field

Your name *

First Name

Last Name

Your email *

Your phone number *

How do you describe your gender? *

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Prefer to self describe

Please specify *

Your connection to Nillumbik? *

- ☐ Live
- ☐ Work
- ☐ Volunteer
- ☐ Study
- ☐ Play
- ☐ Other:

Connected Nillumbik - Festival and Event Program (2027-2030)

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Organisation type eligibility *

- ☐ Not-for-profit incorporated organisation
- ☐ Organisation with a valid Australian Business Number (ABN)
- ☐ Neither of the above - auspice required

An auspice arrangement is when an eligible organisation assists a smaller organisation to fund a grant activity or event. The eligible organisation is known as the auspice organisation.

Your Organisation name *

Organisation Name

Your position *

If applying with an auspice type your role in the community

Organisation address *

Address

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

Organisation email

Partnered not-for-profit incorporated organisation (Auspice) details

Auspice name *

Organisation Name

Auspice address *

Address

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

Auspice email *

Financial Details

Does your incorporated association or auspice have an ABN? *

- ☐ Yes
- ☐ No

Connected Nillumbik - Festival and Event Program (2027-2030)

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If your organisation does not have an ABN, you are required to attach a Statement by a Supplier available from the ATO before submitting your application.

ABN of the Incorporated Association or Auspice *

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.

[Download form](#)

Statement by a Supplier *

Attach a file:

Only required if your incorporated organisation or auspice do not have an ABN

Primary bank account of the Incorporated Association or Auspice *

Account Name

BSB Number

Account Number

Overview

* indicates a required field

Event name *

This name will be used to identify and promote your activity if successful

Connected Nillumbik - Festival and Event Program (2027-2030)

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Provide a short description of the event *

Word count:

Must be no more than 100 words.

Summarise the event and what will be achieved. Note, this may be used to describe your event in promotional materials if you are successful

Which funding period(s) will this event be delivered in? *

- ☐ Year 1 (1 July 2027 – 30 June 2028)
☐ Year 2 (1 July 2028 – 30 June 2029)
☐ Year 3 (1 July 2029 – 30 June 2030)

At least 1 choice must be selected.

Please identify the funding year(s) in which it will occur:

The Program is intended to support events that occur annually across the full three-year funding period, applications for events not held each year, may be considered where this is appropriate and clearly justified

As the event is not proposed for all three funding years, please provide a justification *

Applications for events not held each year may be considered where this is appropriate and clearly justified. Please outline the reasons for the proposed delivery schedule, including how the event will continue to achieve community outcomes and provide benefit to Nillumbik residents.

When will the event annually happen? *

EG. Will it occur annually on a specific date, the first weekend in September etc, and on just one day, or over a weekend etc.?

What location(s) will the event be held at? *

Include relevant venue information or township, specifically the locations at which this event would be held

In which ward of Nillumbik will this event be held/delivered in? *

Find the location's ward at <https://www.nillumbik.vic.gov.au/Council/Councillors-wards-and-elections/Nillumbik-wards>

Why was this location(s) selected and how will it support community activation and access? *

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Is your event, or part of the event, located outside of the Nillumbik municipal boundary? *

☐ Yes ☐ No

Assessment criteria - Alignment with the program objectives 20%

* indicates a required field

Provide a detailed description of the event with information on all planned activities *

Include if activities will be free or ticketed for attendees

Nillumbik Shire Council aims to fund events that will have the greatest positive impact within the Shire, applicants must therefore demonstrate how their proposed event will align with one or more [Council Plan](#) and [Health and Wellbeing](#) themes, and [Nillumbik Economic Development Strategy](#) objectives.

To which of the following Council Plan Themes does your event align? *

- ☐ Inclusive living and participation - We support and empower our diverse community by reducing barriers, strengthening connections, and creating a welcoming environment where everyone feels respected, included, and able to participate fully in community life
 - ☐ Liveable and connected communities - We create vibrant, inclusive neighbourhoods and rural townships through thoughtful planning, improved walking and transport links, diverse housing options, quality open spaces, and community infrastructure that reflect the needs of our community all while protecting Nillumbik's Green Wedge and unique character
 - ☐ Sustainable futures and healthy environments - We lead with practical, local action to reduce the environmental and financial impacts of climate change, grow and protect our tree canopy, cut waste, and support a thriving natural environment for current and future generations
 - ☐ Responsible governance and community leadership - We strengthen governance and community leadership to ensure transparent, inclusive decision-making processes that engage all residents, build trust, and create sustainable solutions for Nillumbik's future
- Select as many as apply to your event

To which of the following Health and Wellbeing Priorities does your event align? *

- ☐ Improving mental wellbeing and social connection - A connected and resilient community that promotes and protects mental wellbeing, where everyone feels a sense of

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belonging and has the relationships they need to participate in society and live a healthy and happy life

- ☐ Preventing discrimination and violence - A community where discrimination and violence against marginalised groups are actively prevented through inclusive policies, safe and accessible public spaces, equitable support services, and education and a local culture that promotes respect, safety, and belonging for everyone
- ☐ Increasing active living - An active community where physical infrastructure and an inclusive culture supports people of all ages and abilities to move more every day
- ☐ Improving food systems - A healthy, sustainable, and equitable food system where everyone has access to affordable, nutritious food, local food production is supported, and community connections are strengthened through shared food experiences
- ☐ Reducing harm from alcohol, drugs, vaping, tobacco and gambling - A community where harm from alcohol, drugs, tobacco, vaping, and gambling is minimised through supportive environments, effective regulation, and community-wide approaches that prioritise health, equity, and prevention
- ☐ Advocating for and improving access to services, facilities and housing - A liveable and inclusive community where everyone has equitable access to essential services, accessible infrastructure, and appropriate and affordable housing that supports health and wellbeing across all life stages

Select as many as apply to your event

To which of the following Economic Development Strategy objectives does your event align? *

- ☐ Improve economic development practices and programs to assist local businesses
- ☐ Create vibrant activity centres and employment precincts in Eltham and Diamond Creek
- ☐ Facilitate economically and environmentally sustainable use of land within the Shire's green wedge
- ☐ Enhance the visitor economy showcasing natural, recreational and cultural strengths

Select as many as apply to your event

Explain how the event will support the themes, priorities and objectives selected above *

Assessment criteria - Community benefit 20%

* indicates a required field

What community need or opportunity does your event address? *

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Why is this event needed? Consider the extent of community need and benefit that would be displayed

How have you engaged with the community to inform the planning of this event?

*

For example, community consultation, feedback, partnerships, surveys or previous event evaluations

What positive outcomes or benefits will this event deliver for the Nillumbik community? *

As this event is to be held in a township outside of Nillumbik, and/or overlaps municipal boundaries with Nillumbik, state how and to what extent it will benefit the Nillumbik community *

Upload or describe any supporting evidence in relation to the community benefit of your event *

For example, demographic data, letters of support, community feedback, consultation results, attendance data from previous events or other relevant evidence

Attach a file:

Assessment criteria - Local participation 20%

* indicates a required field

How will your event provide benefit for Nillumbik businesses, creative or cultural industries, community groups and/or volunteers? How will you show recognition of this contribution? *

How many attendees are anticipated? *

- ☐ Less than 1,000
- ☐ 1,000 to 3,500
- ☐ 3,501 to 10,000
- ☐ 10,001 to 15,000
- ☐ 15,001 to 30,000
- ☐ 30,001 +

Estimations acceptable

What percentage of your anticipated audience live in Nillumbik? *

- ☐ up to 15%
- ☐ up to 30%
- ☐ up to 45%
- ☐ up to 60%
- ☐ over 60%

Estimations acceptable

Assessment criteria - Capacity and experience 15%

* indicates a required field

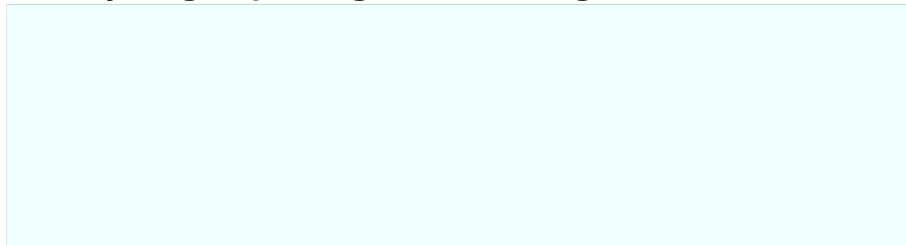
Describe the capacity and level of experience of your group or organisation to deliver a large scale event *

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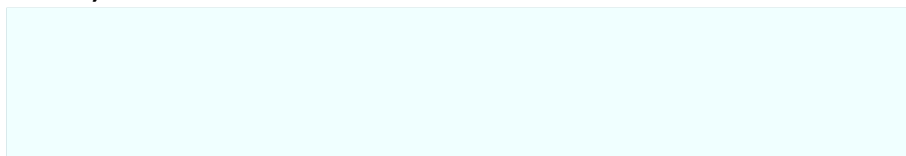
Demonstrate your ability to complete this event, and if possible, to sustain it in the long term after the grant has ended. (E.g. what have you done in this space previously, or how are you linked to the target groups)

Detail your group or organisation's organisational structure *



Outline all the roles and responsibilities of your organising working group/committee

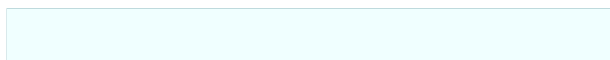
Identify the groups and/or organisations that you will partner with to deliver this event, and describe their role *



E.g. local businesses, local community groups, tourism bodies and trader associations

Attach evidence about these partnerships if available

Attach a file:



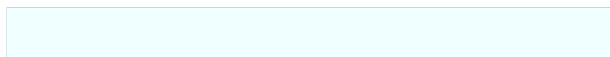
Provide evidence E.g. support letters, funding commitments etc.

Assessment criteria - Event delivery and management 15%

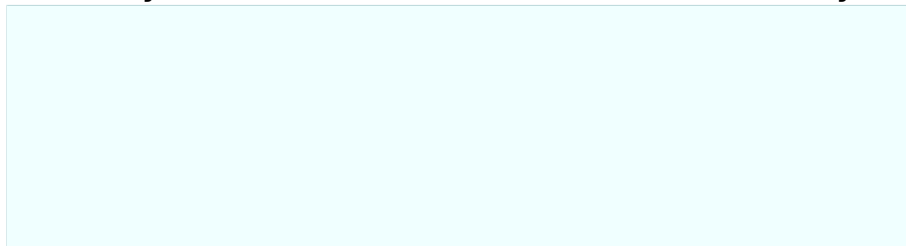
* indicates a required field

Upload comprehensive Project/Event Plan (including program schedule, logistics, marketing/promotion plan and staffing) *

Attach a file:



How will you measure and demonstrate the success of your event? *



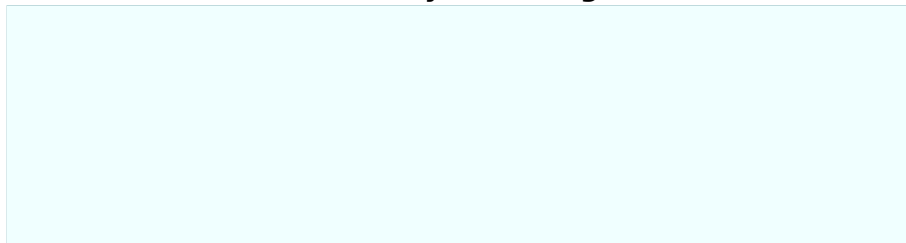
Describe the outcomes you aim to achieve and how you will evaluate the success of the event. Include any targets, key performance indicators (KPIs), and the methods you will use to collect evidence and measure outcomes. This may include attendance figures, participant and stakeholder feedback, community participation, volunteer involvement, local business engagement, accessibility outcomes,

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social media analytics, media coverage, photography, surveys, testimonials, or other relevant measures that demonstrate the event's impact and success.

What are the key risks and compliance requirements associated with delivering this event, and how will they be managed? *



Identify the main risks that could impact event delivery and explain how they will be mitigated. Consider areas such as public safety, extreme weather, financial management, volunteer management, child safety, accessibility, insurance, permits and approvals, traffic management, food safety, alcohol licensing, environmental impacts, and emergency management.

Assessment criteria - Accessibility and inclusion, environmental impact, and recognition of traditional owners 10%

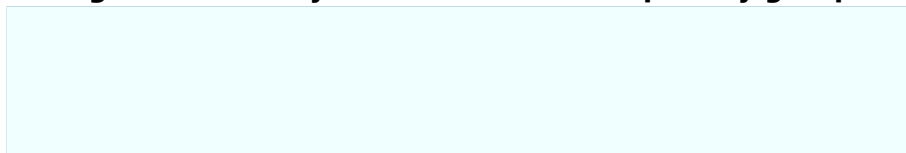
* indicates a required field

Indicate if your event will target diverse groups of people with respect to: *

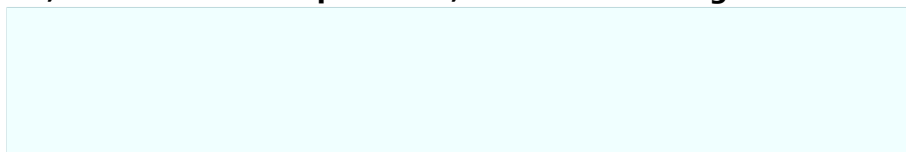
- ☐ People with disability
- ☐ Cultural identity
- ☐ Varying age ranges
- ☐ Gender identity
- ☐ Sexual orientation (LGBTIQA+)
- ☐ Religion
- ☐ Locality
- ☐ Socio-economic background
- ☐ Not applicable

Select all that relate to your event.

Describe how this event will support community participation, particularly through the diversity and inclusion of the priority groups selected above *



How will you manage and minimise the event's environmental impacts, including air, noise and water pollution, as well as damage to trees and habitats? *



<https://www.nillumbik.vic.gov.au/files/assets/public/v/3/community/grants/climate-friendly-community-projects.pdf>

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How will you provide meaningful acknowledgement, engagement and participation with Wurundjeri Woi-wurrung people as the traditional owners of the country? *

<https://www.nillumbik.vic.gov.au/files/assets/public/v/2/events/event-planning/planning-an-event-in-nillumbik-guide-for-event-planners.pdf>

Assessment criteria - Budget

* indicates a required field

Annual grant amount being sought *

\$

What is the total financial support (GST exclusive) you are requesting for this activity annually

Total annual event cost *

\$

What is the total cost (GST exclusive) to deliver this activity annually

Is there a cost to attend your event? *

☐ Yes

☐ No

☐ Gold coin donation

How much will the public be charged to attend your event? *

\$

Must be a dollar amount.

(GST inclusive) Note majority of the event must be free and accessible

Provide a detailed and realistic annual budget for event delivery, including at least 30% cash or in-kind co-contribution in the relevant tables below

Annual income

Examples of income include: this Grant, other grant funding, organisation funds, minimum expected participation/entry fees to cover expenditure, etc.

Mark income as confirmed or not confirmed.

If funding is being sought or received from another local government authority for the same event, please clearly identify which event components will be funded by each council. Funding must not be duplicated across councils for the same activity, cost item or expense.

Income	\$ (GST exclusive)	Status	Funding source
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Connected Nillumbik - Festival and Event Program	\$	Confirmed Not Confirmed	Nillumbik Shire Council
	\$		
	\$		
	\$		

Annual expenditure

Identify how you will spend all of the income listed above towards your event.

If funding is being sought or received from another local government authority for the same event, please clearly identify which event components will be funded by each council. Funding must not be duplicated across councils for the same activity, cost item or expense.

- Your budget needs to reflect all the costs associated with the event excluding GST
 - Note GST can only be paid to organisations that are GST registered. If an organisation is not GST registered, the grant will be paid exclusive of GST.
- Include any costs for equipment, services, venue hire or permits based on quotes
- Required to provide evidence of one quote from suitable suppliers for any expenditure of \$1,000
- Required to provide evidence of two quotes from suitable suppliers for any expenditure of \$10,000

Expenditure	\$ (GST exclusive)	Income
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Budget total

The total income must equal the total expenditure of the festival/event

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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.

Must be \$0

In-kind contributions

List any in-kind support being provided by your organisation or other organisations here, and give an estimated value of this support. How much would you have to pay for these goods or services if they were not being provided free of charge? For example volunteer time could be calculated at a rate of \$25 per hour, or at \$35 per hour for skilled tasks.

Examples of in-kind contributions might include: free use of a venue, administrative support, volunteer time, or donated refreshments or any other donated goods or services.

In-kind contribution**\$ Value**

	\$
	\$
	\$
	\$

Total in-kind contribution

\$

This number/amount is calculated.

If Council cannot provide you with the full amount of funding requested will this event go ahead? *☐ Yes☐ No

i.e. can your event proceed with partial funding

Partial funding amount required to deliver event *

As this is a competitive program, funding is not guaranteed and Council may offer a lesser amount than requested. Consider the minimum level of funding required for successful event delivery and ensure your budget clearly identifies priority expenditure items

If your event can proceed with partial funding, what budget items are essential to delivery of this event? *

List the priority expenditure items that would be funded first and explain any elements of the event that would be reduced, modified or removed if only partial funding was provided

Attachments

* indicates a required field

Supporting material

Public Liability Insurance Certificate

Attach a file:

You must have public liability insurance to a minimum value of \$20 million on commencement of the event

Organisation financial statements from previous 1-2 year/s, and/or assurances from President/Director/Treasurer regarding financial viability of organisation

Attach a file:

Other supporting materials

Attach a file:

Include any items that support your event: photos, reviews, letters of support etc.

Auspicing organisation letter of support *

Attach a file:

Additional supporting material (as per guideline requirements)

Supplier quotes for expenses above \$1,000

Attach a file:

1 quotation from a supplier is required for each expenditure item between \$1,000 and \$9,999 to be funded. 2 quotations from different suppliers are required for each expenditure item of \$10,000 or more to be funded. Quotes can be written, scanned images from catalogues or online stores, or screenshots from a website or online shopping cart

Privacy statement, declaration and your feedback

* indicates a required field

Privacy statement

Nillumbik Shire Council is collecting your personal information for the purpose of registering and assessing your Grant application.

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The information you provide will be used for this purpose or a directly related secondary purpose. This information will only be disclosed to third parties if we are permitted to, required to by law, or if Council uses an external panel to assess the Grant applications.

If you do not provide the requested information or it is only provided in part, we may be unable to accept or consider your application.

You may access the personal information that Council holds about you by contacting Council's Privacy Officer on 9433 3271 or privacy@nillumbik.vic.gov.au

Declaration

I certify that: *

- ☐ I have read and understand the terms and conditions in the Grant Guidelines;
- ☐ I have read and understand the Community Grants Terms and Conditions;
- ☐ All details supplied in this application form and in any attached documents are true and correct to the best of my knowledge;
- ☐ This application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body;
- ☐ I agree to ensure all necessary approvals and permits are obtained prior to the event taking place;
- ☐ I understand that if Nillumbik Shire Council approves a grant, I will be required to accept the conditions of the grant in accordance with Nillumbik Shire Council requirements;
- ☐ I understand that if Nillumbik Shire Council approves a grant, I will be required to submit an acquittal and evaluation to Council within two months post the delivery of the event;
- ☐ I understand that Nillumbik Shire Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their auspicings sponsor to provide appropriate insurance cover; and,
- ☐ I declare that I am not an employee nor have a contractual relationship with Nillumbik Shire Council;
- ☐ I consent to the release of project information in this application for promotional and evaluation purposes relevant to Nillumbik Shire Council.

All of the above must be checked

Authorised Person's Name *

First Name

Last Name

Date of Declaration *

Must be a date.

Feedback

This is the end of the application. We would value your feedback regarding our online grants application process. This information will not in any way be used to assess your application.

Is this the first time you have applied for a grant with Nillumbik Shire Council?

☐ Yes

☐ No

How satisfied are you with our application process?

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- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied or dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

Do you have any comments about our application process?

E.G. What worked well, or what could be improved?

How did you hear about Council's grant program?

- ☐ Nillumbik Council website
- ☐ Council Officer
- ☐ Social media
- ☐ Network/Newsletter
- ☐ Nillumbik News
- ☐ Local media
- ☐ Word of mouth
- ☐ Other: