

ADG 2025 Application and Agreement

Form Preview

Introduction

All applicants must read the [Australia Day Grant Guidelines](#).

Community groups wishing to conduct activities or events to celebrate their community and Australia Day can apply for funding. The level of support provided will depend on the capacity of the activity or event to deliver outcomes that are beneficial to the Wellington Community and reflect the purpose of Australia Day.

Grant funding is available for Australia Day activities and events that reflect contemporary Australia: our diverse society and landscape, our remarkable achievements, and our bright future. Events also provide an opportunity to reflect on our nation's history, and to consider how we can make Australia an even better place in the future.

Contact Details

* indicates a required field

Applicant and Organisation Details

Applicant Organisation: *

Organisation Name

Contact name: *

First Name

Last Name

Contact email *

All Correspondence will be sent to this email address

Contact mobile phone number *

Please note: this number will be used as a contact number on the Wellington Event calendar

Does your organisation have an ABN? *

☐ Yes

☐ No

Please note if your organisation is GST registered - please supply an invoice with this application - see page 7

Is your organisation incorporated? *

☐ Yes

☐ No

Applicant 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.

Applicant organisation incorporation number *

Auspice Details

If your organisation is **not incorporated** or **does not have an ABN** you will be required to provide the details of an auspice organisation. The auspice will receive the grant funding on your behalf and will ultimately be responsible for the acquittal.

Auspice Organisation

Organisation Name

Auspice Project Contact

First Name

Last Name

Auspice Mobile Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice ABN

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DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice incorporation number

2025 Australia Day Event details

* indicates a required field

Describe what you are going to do *

Word count:
What will you do at your event?

Event times

Event start time

Event finish time

Event Location

Event Location / address

Location description

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For example: clubroom, northern BBQ area.

Funding amount

Please note: Council may reduce the amount allocated to you if the funding round is oversubscribed and/or the funding applied for is considered unsubstantiated and/or excessive.

How much are you applying for? *

\$

What is the total financial support from Council you are requesting in this application?

What will you be using the Council funding for?

Please note that invoices are required for all items to complete your Acquittal Report.

Item Description	Cost \$
Food and Groceries	\$ <input type="text"/>
Australia Day merchandise	\$ <input type="text"/>
Entertainment	\$ <input type="text"/>
Australia Day Awards (must be less than 15% of grant amount requested)	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Please add more items if needed.	Must be a dollar amount.

Australia Day Official Proceedings

* indicates a required field

What time will the official proceedings begin? *

What is the order of the official proceedings? *

For example: flag raising, speeches, awards.

Do you require a Councillor to attend your flag raising ceremony? *

- ☐ Yes
☐ No

NB: Councillor attendance is not guaranteed; however, we endeavour to fulfil all requests

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Insurance and Permits

Public Liability Insurance

All applicants **MUST** provide a copy of a current public liability policy.

*Certificate of Currency **must** be provided which includes:*

- A minimum \$20M public liability coverage
- The event or activity name listed on the Certificate of Currency; and
- Includes coverage for set up/pack up activities.

Please call the Grants Officer (1300 366 244) if you have questions and any issues for the insurance.

Please attach a copy of your Public Liability Insurance

Attach a file:

Does the event require any permits or approvals before it can commence?

Please advise on status of approval, give details, eg. who you have been in contact with, have you spoke with Shire Event Coordinator

Please attach a copy of any permits or approvals secured

Attach a file:

Please attach written permission to use the land for your event

Attach a file:

Event Notification Form

* indicates a required field

When organising an event, it is important to notify Council to ensure it complies with all current rules and regulations. Activities such as road closures, assembly of structures, food sales, etc, require a council permit.

The Events Coordination Team (**1300 366 244**) can also assist and will act as liaison between yourself (as event organiser) and relevant Council departments to ensure your event complies with Council requirements.

Information on how to navigate through the event organisation process can be found in the Events Guide located on our website; [Hosting an Event \(wellington.vic.gov.au\)](https://wellington.vic.gov.au)

Please Note: Some permits may attract fees

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Estimated attendance numbers

Approximate intended number of attendees?

Must be a number.

Include participants, volunteers and attendees

How many toilets will be available on the day?

Have you arranged the required number of toilet facilities for patrons? (Please refer to [Events Guide](#) for ratio information)

Male

Must be a number.

Female

Must be a number.

Unisex

Must be a number.

Accessible

Must be a number.

Event Details

Have you implemented an accessibility need plan, emergency or risk management plan? Please attach to this application.

☐ Yes

☐ No

Please attach plans here

Attach a file:

A maximum of 10 files may be attached.

Please attach site map to this application.

Attach a file:

Will the event involve food stalls and food preparation?

☐ Yes

☐ No

Will there be a fee charged for any food/beverages?

☐ Yes

☐ No

By selecting No you are stating that all food and beverages will be free at this event.

Will alcohol be sold, served or consumed? *

☐ Yes

☐ No

This includes BYO or no charge

If Yes, include your liquor licence number

Will there be fireworks or pyrotechnics?

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☐ Yes

☐ No

Will there be amusement rides / jumping castles / carnival entertainment vendors?

If so, please provide details

Will your event impact on traffic or parking?

If so, please provide details

Will your event require road closures?

If so, please provide details

Will you be placing any signage on streets, roadsides, reserves or footpaths?

☐ Yes

☐ No

Will there be busking?

☐ Yes

☐ No

Will there be an animal nursery?

☐ Yes

☐ No

Will you be using structures over 100sqm?

☐ Yes

☐ No

For example: tents, stages, seating, carnival machinery

Will there be ground markings or the use of stakes, signage pickets, fenced off areas and anchoring marquees, etc?

☐ Yes

☐ No

I understand that it is my responsibility to organise rubbish removal/waste management. Has this been arranged?

☐ Yes

☐ No

Will there be loud noise (e.g. music, PA systems etc)?

☐ Yes

☐ No

I understand that it is my responsibility to notify all local emergency services of my event and will do so.

☐ Yes

I/we understand that it is my/the event organisers responsibility to identify and manage accessibility access requirements to ensure that this event is inclusive.

☐ Yes

I/We understand that it is my/the event organisers responsibility to notify Council (or any other interested agency) of any changes to the event or activity that may result in the requirement of additional approvals.

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☐ Yes

I/we understand that it is my/the event organisers responsibility to identify and manage risks. This includes a plan for social distancing, hygiene, face masks and adhering to all relevant Australian and Victorian Health Dept restrictions in place at the time of the event.

☐ Yes

I acknowledge that as the organiser I am responsible for this event, and I hereby declare that the information I have provided is true and correct.

☐ Yes

Considerations when Organising an Event

The below checklist will assist in ensuring you have all the relevant information required for organising a successful event:

- All food traders listed on **Stretrader** <https://stretrader.health.vic.gov.au/>
- Organised **First Aid**
- Attained a Victorian **Liquor** Licence <https://www.vcglr.vic.gov.au/>
- Organised a risk assessment/**emergency plan**
- Informed **Emergency Services**
- Contacted WorkSafe about **Fireworks** <http://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/explosives/fireworks>
- Contacted **VicRoads** about road closures, traffic impacts or signage <https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads>
- Included details of **camping** on private land
- Organised appropriate number of **toilets** and **amenities** depending on the size and type of event. Refer WSC Event Guide, section 5.8, for ratios
- Organised ground maintenance/**rubbish removal**
- Contacted **EPA** about noise impacts <http://www.epa.vic.gov.au/business-and-industry/guidelines/noise-guidance/outdoor-venue-noise>
- Contacted surrounding **neighbours** to advise of your event and possible impacts

Declaration

* indicates a required field

By signing this Event Notification Form/Australia Day funding application form: You acknowledge that as the event organiser you are responsible for the event. You declare that the information provided is true and correct. You confirm you are authorised to accept the funds on behalf of the organisation and agree to abide by the below funding conditions:

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- 1.Funds will be expended in accordance with the information you have provided in the *Australia Day 2025 Funding Application Form*, and the information supplied in the *Australia Day 2025 Funding Guidelines*.
- 2.You are required to contact the Grant Officer if the event does not occur, and/or changes are made.
- 3.An event *Acquittal Report*, together with an Income and Expenditure Report, will be completed and returned to Council no later than **Friday 26 March 2025**.
- 4.Copies of receipts for **all purchases**, will be returned with the *Acquittal Report*.
- 5.Wellington Shire Council's financial support will be acknowledged in all promotional endeavours, with Council's logo clearly displayed on all advertising material.
- 6.Acknowledgement of Council's support will be evident in all news articles, media releases, radio interviews and radio advertising relating to the event.
- 7.All permits and permissions must be sought prior to event commencement and sponsorship payment being issued.
- 8.If the event does not proceed, or you have funds that were surplus to requirements, then all monies must be returned to Wellington Shire Council.
- 9.If you choose to spend funds on awards, trophies or plaques, only up to 15% of your total grant will be reimbursed for these items.

Name *

First Name

Last Name

If this application is successful, grant funds will be paid directly into your organisation's back account - please provide bank account details below and if your Organisation is GST registered an invoice is required:

Applicant Primary Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Is your Organisation GST registered

- ☐ Yes
☐ No

If your organisation is GST registered please supply an invoice for the amount requested

Attach a file:

PRIVACY STATEMENT

Information requested on this form is collected for the purpose of Australia Day event/activity processing and maintaining an event/activity and funding register. Any personal

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information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose part or all of this information as required to assist in the coordination, risk management and/or approval process of this event/activity (including third parties and/or other agencies as required). The applicant understands that the personal information provided is for the purpose of funding application processing and notifying of an event/activity, and they may apply to Council for access to/or amendment of the information.