

## Community Event Development Fund

### Purpose

Community events are an important part of our identity. They reflect our values, celebrate our history and bring people together. Community events help build a sense of belonging and community connection.

This funding program supports events that deliver social outcomes for the community. Applications will be assessed on how well the event brings people together to celebrate, share experiences, learn from each other and explore new opportunities.

In addition, the fund will provide strategic support to help community events grow and become self-sustaining. Events should be inclusive, sustainable and affordable (preferably free) for the public to participate.

### Key Dates

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted.

### Funding available

- Maximum per application is \$3,000 plus GST (if registered).
- A total of \$50,000 is available per financial year or until funds are exhausted.
- In-Kind support may also be provided for projects based on needs and opportunities identified in the assessment process.

### Who can apply?

- Incorporated, not-for-profit organisations or charities
- Registered businesses with an ABN
- Schools.

If you are an unincorporated community group or volunteers, you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.

### What can I apply for?

Community events could include:

- Community festivals
- Community cultural and/or historical celebrations.
- Community film nights.
- Community Christmas carols.

For more information on eligibility and assessment for this fund and for further information for all our grant and sponsorship funds please refer to our **Community Funding Guidelines** on our [website](#).

**PLEASE NOTE:** If you are successful in this application you will still need to follow the normal events approval process.

# Community Event Development Fund Application 2026/2027

## Form Preview

### Assessment Criteria

Applications will be assessed under Council's Sponsorship Policy. This process may take up to 4 weeks before outcome notification is received.

Please consider the criterion scoring in the **Community Funding Guidelines** located on our [website](#).

### Application Contact Details

\* indicates a required field

#### Applicant Details

**Applicant \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Applicant Position (if applying on behalf of organisation) \***

**Applicant Primary Address \***

Address

<input type="text"/>
<input type="text"/>

**Applicant Primary Phone Number \***

Must be an Australian phone number.

**Applicant Primary Email \***

Must be an email address.

#### Organisation Details

**Organisation Name**

Organisation Name

**ABN (if applicable)**

# Community Event Development Fund Application 2026/2027 Form Preview

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Organisation Primary Address

Address

  

## Organisation Primary Phone Number

Must be an Australian phone number.

## Organisation Primary Email

Must be an email address.

## Organisation Primary Website

Must be a URL.

## Organisation details (eg not for profit, community group)

## Event Description

\* indicates a required field

Event Description

**Name of event \***

# Community Event Development Fund Application 2026/2027

## Form Preview

### Short event description \*

Provide a short description (100 words recommended) of your event - what are you out to do?

### Event start date \*

Must be a date.

### Event end date \*

Must be a date.

## Event Location

### Where do you plan to hold your event? \*

### What is this space currently used for? \*

### Is the location on public land or privately owned land? \*

- Public
- Private

### Do you have landowners consent? \*

- Yes
- No

Either private landowner consent or Council consent is required. Please note additional approvals may be required eg. event application

If landowners consent has not yet been obtained, this will have to be provided prior to the project starting.

### Total Amount Requested \*

Must be a dollar amount.

Must be a dollar amount and no more than \$3,000.00

## Other Financial Support

# Community Event Development Fund Application 2026/2027 Form Preview

## Other support requested (if any)

Note: support in this fund may be financial, strategic or a combination of both

## Has your organisation or group received a Port Stephens Council grant and/or donation within the last 3 years? \*

- Yes
- No
- Unsure

Please note all previous grants must be acquitted prior to allocating further funding

## Has your organisation made an application for financial assistance from other council funding streams for this project/event, including Councillor/Mayor support? \*

- Yes
- No

## Does your event/project charge a fee to enter or participate? If so how much?

## Event Alignment

\* indicates a required field

### Event Alignment to Funding Criteria

#### 1. Briefly describe how your event will contribute to the local identity and culture of the town and/or Port Stephens \*

#### 2. Who will you be working with and how will this event benefit the community? \*

#### How do you see your event/project growing in the future? \*

## Event Details

# Community Event Development Fund Application 2026/2027

## Form Preview

\* indicates a required field

**Briefly outline what marketing you will undertake to create awareness of this event and your target audience \***

**Are there any additional approvals that you may need to obtain for this project? \***

- Yes
- No
- Unsure

**Please list any additional approvals required**

## Supporting Documentation

\* indicates a required field

### Insurance

**Do you have Public Liability Insurance to cover your event? \***

- Yes
- No

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance\*

**Please upload the applicable Public Liability Insurance \***

Attach a file:

### Budget

**If you have a completed budget, please upload below.**

Attach a file:

Include and itemised list all expenditure for event including funds that may not be covered by grant

If you have not attached a budget above, please complete your budget below

# Community Event Development Fund Application 2026/2027 Form Preview

<b>Expenditure</b>	<b>\$</b>
Eg- marketing \$200, entertainment \$500, equipment hire \$1000	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

## Budget Totals

### Total Expenditure Amount \*

\$

This number/amount is calculated.

## Further supporting documentation

**Please upload any further documentation to support your application.**

Attach a file:

Attach a file:

Attach a file:

Attach a file:

## Feedback and Declaration

\* indicates a required field

### Please tell us how you heard about our program? \*

- Word of mouth - through friends, family or colleagues
- Social Media - Facebook
- Council Website
- Direct Email from Council
- Newspaper
- Radio
- Other:

# Community Event Development Fund Application 2026/2027

## Form Preview

**How would you rate your experience completing this application form? \***

- 1       2       3       4       5

1 Very Dissatisfied - 5 Very Satisfied

**Please provide any feedback on the application process**

### Declaration

- I certify that to the best of my knowledge the statements made in this application are true.
- I certify that I am authorised by my group/organisation to complete this application.
- I understand that if Port Stephens Council approves this application, I will be required to accept the conditions of the funding agreement.
- I consent to the information contained within this application being disclosed to or by Port Stephens Council for the purpose of assessing, administering and monitoring my current and any future funding applications.
- I understand that if Port Stephens Council approves the funding, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Port Stephens Council.

**I agree to the above \***

- Yes  
 No

**Authorised person's name \***

**Authorised Position \***

**Reason of disagreement to declaration**