

# Fundraising Event Grant Application Form

## Form Preview

## Fundraising Event Grants

### Program Overview

The City of Launceston's **Fundraising Event Grants** support small-scale events that raise funds for a clearly defined charitable, community or not-for-profit cause, while also delivering a positive public event experience.

Funding is available for events that:

- Encourage community participation and engagement
- Support fundraising for a defined cause or beneficiary
- Activate places and spaces across the municipality
- Deliver positive social and community outcomes

Applications may be submitted for grants of up to **\$5,000**.

These are light-touch grants designed to support community-led fundraising events. Applications should be simple, proportionate, and clearly demonstrate how funding will support event delivery.

### Strategic Alignment

The Fundraising Event Grants funding stream aligns with the City of Launceston's strategic priorities, including:

- [City of Launceston Strategic Plan 2025-2035](#) Supporting a connected, creative and liveable city, with a strong sense of place and community wellbeing.
- [Events Framework 2025](#) Guiding the development of a balanced, sustainable and high-quality events portfolio that delivers community, cultural and economic outcomes.

### Tips for Applicants

- **Design with purpose** Focus on creating a well-planned, distinctive event that clearly suits your target audience.
- **Be inclusive and accessible** Consider how a wide range of people can participate and feel welcome.
- **Show your impact** Outline the community, cultural and/or economic outcomes your event will deliver.
- **Plan realistically** Demonstrate clear planning, strong delivery capability, and practical timelines.
- **Think sustainably** Incorporate environmentally and socially responsible event practices.

**Note:** Meeting the eligibility and assessment criteria does not guarantee funding. Applications are assessed on merit and in competition with other submissions.

## Eligibility

\* indicates a required field

### Program

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This field is read only.

### Applicants: please note

Before completing this application form, you should have read the program guidelines:

[Event Grants Program Guidelines](#)

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you confirm your eligibility before commencing, to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regard to these eligibility criteria, please contact **Grants.Sponsorship@launceston.tas.gov.au**

If you do contact us throughout the application process, please quote the application number below.

#### Application Number

This field is read only.

### Confirmation of Eligibility

#### Before proceeding, please confirm the following:

- you have read and understood the Event Grants Program Guidelines
- your event aligns with the objectives of the City of Launceston Strategic Plan 2025–2035 and Events Framework 2025
- your event is a fundraising event for a clearly defined charitable, community or not-for-profit purpose
- your organisation/group holds a current ABN (Australian Business Number), or is an unincorporated group applying through an auspice organisation that holds an ABN, for the purposes of this application
- your organisation/group can demonstrate the financial capacity to deliver the event
- your event (or key components of the event) will be delivered within the City of Launceston municipality
- your organisation/group will hold appropriate insurance for the event (e.g. public liability of at least \$20 million, and any other relevant cover)
- your event has not received, and is not seeking, funding for the same purpose from another City of Launceston grant program
- your organisation/group does not have any outstanding reports or debts with the City of Launceston and has met all conditions of previous funding agreements
- you are authorised to submit this application on behalf of the organisation/group

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

Yes

If you answered “No” to any of the above questions, your application may be ineligible. Please contact Council’s Grants & Sponsorship Officer to discuss your eligibility before continuing: # (03) 6323 3793

✉ [grants.sponsorship@launceston.tas.gov.au](mailto:grants.sponsorship@launceston.tas.gov.au)

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### Applicant 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, see our [Event Grants Program Guidelines](#).

### Applicant Details

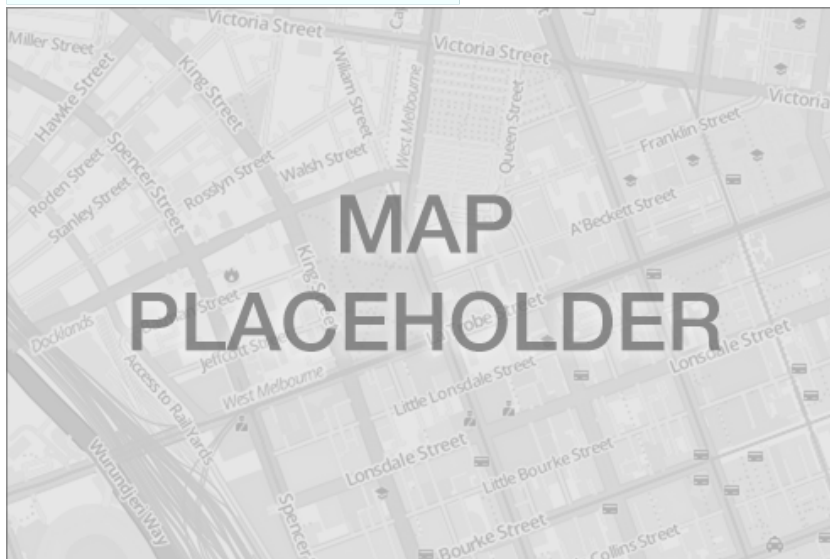
#### Applicant Organisation/Group \*

Organisation Name

Make sure you provide the same name that is listed in official documentation.

#### Applicant primary address

Address

#### Applicant postal address

Address

#### Applicant primary phone number \*

Must be an Australian phone number.

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### Applicant email address \*

Must be an email address.

### Applicant website

Must be a URL.

### What is your organisation or group's legal structure? \*

- Unincorporated association
- Incorporated association
- Cooperative
- Company limited by guarantee
- Indigenous corporation, association or cooperative
- Organisation established through specific legislation
- Sole trader
- Trust
- Unknown
- Other:

If your organisation is unincorporated you must have an auspice organisation.

### Does your organisation have an ABN? \*

- Yes  No

### 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.

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

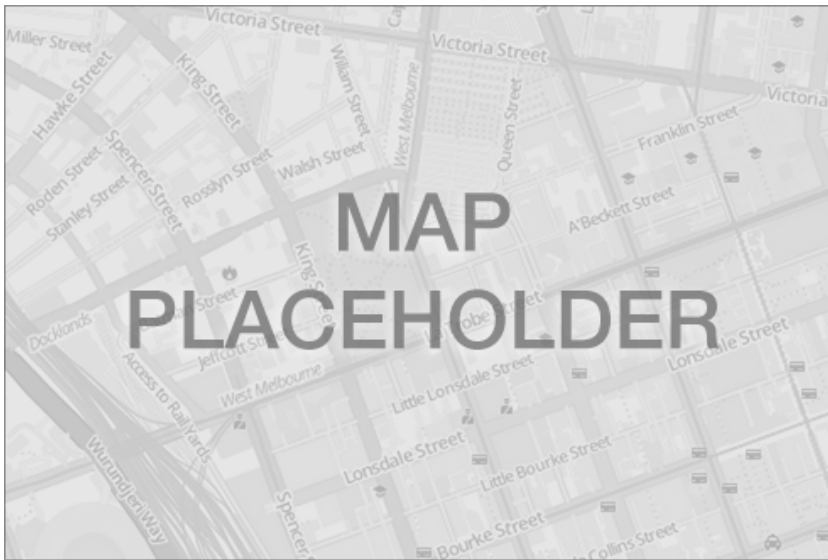
## Primary Contact Details

### Primary contact \*



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### Auspice postal address

Address

### Auspice primary phone number \*

Must be an Australian phone number.

### Auspice email address \*

Must be an email address.

### Auspice website

Must be a URL.

### Primary contact person at auspice organisation \*

Title      First Name      Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

### Position held in organisation \*

e.g., Manager, Board Member or Fundraising Coordinator.

### Auspice primary contact primary phone number \*

Must be an Australian phone number.

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### Auspice primary contact office phone number

Must be an Australian phone number.

### Auspice primary contact email address \*

Must be an email address

### Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. \*

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

## Auspice ABN

### The auspicing organisation must hold a current ABN. Please enter the ABN below. \*

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.

## Project Details

\* indicates a required field

### Event Snapshot

#### Event Name \*

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Word count:

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

### Event Location \*

### Funding Requested \*

### Event Type \*

- Community Festival or Celebration
- Arts or Cultural Event
- Live Performance or Entertainment Event
- Sporting or Recreational Event
- Place-based Public Space Activation
- Food, Beverage or Gastronomy Event
- Retail or Hospitality-focused Event
- Night-time Economy Activation
- Other:

### Event Status \*

- New Event / Activation
- Existing Event - Returning (previously delivered)
- Existing Event - Expanded or Enhanced

### Total Expected Audience \*

### How long has the event been running? \*

### Will this event be delivered to another area of Tasmania? \*\*

- Yes
- No

### If yes, where will it be held?

### Anticipated start date \*

Must be a date and no earlier than 1/1/2027.

### Anticipated end date \*

Must be a date and no later than 31/7/2027.

## Assessment Criteria

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\* indicates a required field

### Event Quality (30%)

**Describe your event, including what will happen and how it will support your fundraising goal. \***

Word count:

Must be no more than 250 words.

Be descriptive, but concise. Include who the event is for, what attendees will experience, and the outcomes you aim to achieve.

**What is the fundraising goal for this event? \***

Must be a number.

**Who will receive or benefit from the funds raised through this event? \***

**What are the main cost drivers for your event? (Select all that apply) \***

- Venue hire / site costs
- Infrastructure (staging, marquees, fencing, toilets)
- Equipment hire (AV, lighting, production)
- Performers / speakers / talent fees
- Staffing / contractors
- Marketing and promotion
- Accessibility measures (e.g. AUSLAN, accessibility infrastructure)
- Safety and compliance (e.g. security, traffic management, permits)
- Insurance
- Other:

**Briefly describe your main cost pressures and why they are necessary for delivery. \***

Word count:

Must be no more than 150 words.

**Why is Council funding needed for this event? (Select all that apply) \***

- Enable the event to proceed
- Improve event quality or programming
- Increase accessibility or inclusion
- Reduce financial risk
- Other:

**Please explain how the grant will support delivery and outcomes \***

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**Word count:**

Must be no more than 150 words.

Consider 'What would change without this funding,' 'Whether the event could proceed without Council support,' and 'How the funding will improve quality, accessibility or impact'

### Community & Visitor Impact (30%)

**Describe how your event benefits the community and/or visitors. \***

**Word count:**

Must be no more than 200 words.

**Accessibility & inclusion measures (Please select all that apply) \***

- Free / low cost
- Accessible venue
- Inclusive programming
- Not applicable
- Other:

**Who is the primary target audience for your event? (Please select all that apply) \***

- General public
- Families with children
- Young people (12-25)
- Adults (25-64)
- Older adults (65+)
- Local community (Launceston / Northern Tasmania)
- Visitors (intrastate)
- Visitors (interstate)
- Visitors (international)
- Other:

**Which community groups does your event intentionally include or aim to support? (Please select all that apply) \***

- Aboriginal and Torres Strait Islander communities
- Culturally and linguistically diverse communities
- People with disability
- People experiencing disadvantage or low income
- Regional / rural communities
- LGBTIQ+ communities
- Other:

This may include groups you are actively designing for through programming, accessibility, partnerships or outreach.

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### Which audiences or sectors is your event designed to engage? (Please select all that apply) \*

- Arts and culture audiences
- Food and gastronomy audiences
- Sport and recreation participants
- Business / industry audiences
- Education / schools / students
- Volunteers
- Other:

### Briefly describe the opportunities available for event volunteers. \*

Word count:

Must be no more than 150 words.

Include the types of roles, how volunteers will be supported, and any skills or experience they may gain. Volunteer roles should add value to the event and provide a positive experience for participants.

### How many volunteers will your event engage?

Must be a number.

## Attendance

### Estimated total attendance: \*

### Which attendance range best describes your previous attendance? (Select one) \*

- Under 100
- 100-250
- 251-500
- 501-1,000
- 1,001-2,500
- 2,500+
- This is a new event

No more than 1 choice may be selected.

### Briefly describe how your event is designed to engage your target audience(s). \*

Word count:

Must be no more than 150 words.

### Will your event engage local businesses? \*

- Yes
- No

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**How many local businesses will be involved? \***

**How will local businesses be involved? (Select all that apply) \***

- Local suppliers (e.g. catering, equipment, services)
- Local food and beverage vendors
- Retail activation or market stalls
- Accommodation partnerships
- Cross-promotion with local businesses
- Use of local producers / products
- Other:

**Delivery Capability (30%)**

**Please provide a brief overview of your organisation or group, including its purpose and experience delivering events or community activities. \***

Word count:

Must be no more than 150 words.

**How many years has your organisation or group been operating? \***

**Number of active members: \***

**Number of paid employees: \***

**Number of volunteers: \***

**Does your organisation or group have experience delivering events? \***

- Yes
- No

**If you do not have prior experience, how will you ensure successful delivery of this event? \***

Word count:

Must be no more than 150 words.

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### Annual Report

**If available, you may upload an annual report or similar document.**

- Upload  Link

If you do not produce an annual report, you may upload your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

**Please upload a copy of your most recent Annual Report. \***

Attach a file:

**Link \***

Must be a URL.

**Please indicate the current status of your event planning: (Select all that apply) \***

- Venue secured  
 Key suppliers confirmed  
 Permits identified / in progress  
 Risk management plan in place  
 Insurance arranged or planned

**If any are not selected briefly outline how these will be addressed prior to the event**

Word count:

Must be no more than 75 words.

**Briefly describe how you will manage event safety, including any key risks and how they will be addressed. \***

Word count:

Must be no more than 100 words.  
(e.g. crowd safety, weather, traffic, or compliance).

**Does your event involve partnerships? (Select one) \***

- Yes  
 No

Strong partnerships demonstrate shared delivery, not just endorsement.

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### What types of partners are involved? (Select all that apply) \*

- Community organisations / not-for-profits
- Local businesses or industry partners
- Educational institutions (schools, TAFE, UTAS)
- Arts, cultural or creative organisations
- Sporting clubs or associations
- Tourism or destination organisations
- State Government agencies
- Other:

## Project Budget

\* indicates a required field

### Budget Overview

Please provide a clear and detailed event budget outlining all expected income and expenditure. You may complete the budget table below or upload a separate budget document. **A strong budget helps the assessment panel understand the feasibility and value of your event. Your budget should:**

- Include **all income and expenses**, both financial and in-kind support (e.g. volunteer time, donated goods or services, waived fees)
- Assign a reasonable dollar value to all in-kind support (e.g. 20 volunteer hours x \$30 = \$600)
- Provide one item per line, with **clear descriptors** (avoid stacking items or using general terms like “miscellaneous”)
- Show a **balanced budget**, or clearly explain any surplus or deficit
- Include the **amount requested from the City of Launceston**
- Clearly identify how **Council funding will be used** (e.g. mark with \*\* or similar)
- Include any **costs payable to the City of Launceston** (e.g. permits, venue hire)

**Total Amount Requested \***

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

**Total Project/Program Cost \***

What is the total budgeted cost (dollars) of your project?

### Budget Upload (optional)

**Upload a detailed budget if not completing the table below (Max 25MB per file).**

Attach a file:

Ensure you mark which cost will be funded by the City of Launceston.

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### Project Budget (Income)

Please outline your project income in the budget table below, including details of other income or funding that you have applied for, whether it has been confirmed or not.

Your budget must balance (**total income = total expenditure**).

#### Goods & Services Tax

- If your organisation is registered for GST, all amounts should be GST exclusive. The City of Launceston will add GST to the funded amount if your application is successful.
- If your organisation is not registered for GST, amounts should be GST inclusive where applicable.

Income description	Income type	Is this funding confirmed?	Income amount (budgeted)	Notes
Provide a clear description for each budget item. Examples of income could include 'City of Launceston Community Event Grant', 'Organisation Co-Contribution', 'Company X Sponsorship', 'Events Tasmania Grant'.	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context

### Project Budget (Expenditure)

Please outline your event expenses in the table below, ensuring all costs are clearly described and reflect the full cost of delivering your event.

Your budget must balance (**total income = total expenditure**).

Please refer to the Event Grants Program Guidelines for information on eligible and ineligible expenditure. Supporting evidence, such as quotes or estimates, is required for higher value items and may be requested as part of the assessment process.

#### Goods and Services Tax (GST):

- If your organisation is registered for GST, all amounts should be GST exclusive. The City of Launceston will add GST to the funded amount if your application is successful.
- If your organisation is not registered for GST, amounts should be GST inclusive where applicable.

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
	Other:		

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Provide clear descriptions for each item (e.g. 'stage and AV hire', 'event staff (40 hours)', 'marketing', 'permits').	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.
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### 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.

### Please attach quotes for high value expenditure (cost) items

Attach a file:

### If your total income and expenditure do not match, please explain (e.g. surplus, deficit, or fundraising outcome).

Word count:

Must be no more than 150 words.

Explain how you will manage the grant funding, including your financial controls and systems. Outline how you will track expenditure and maintain clear, accurate records.

### How will you ensure your event is financially viable? \*

Word count:

Must be no more than 100 words.

### How will funds raised be distributed or used? \*

Word count:

Must be no more than 100 words.

Consider confirmed or anticipated income, contingency planning, and how financial risks will be managed.

### If you are offered less funding than requested, can your event still proceed? \*

- Yes  
 No

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**Briefly explain any changes you would make if you a recommended for less funding**

Word count:

Must be no more than 150 words.

## In-Kind Assistance

Council may provide in-kind support to assist with delivering your event, subject to availability. This may include access to Council-managed venues, equipment, services, operational support, or assistance with relevant Council permits and fees.

In-kind support will:

- be matched to the scale and needs of your event
- be assigned an estimated dollar value
- be included in your funding agreement and form part of Council's total contribution

**Would you like to register your interest in receiving In-Kind Council Assistance? \***

- Yes  
 No

## Assessment Criteria

\* indicates a required field

### Sustainability & Legacy (10%)

Events funded through the Event Grants Program are expected to minimise environmental impact and adopt sustainable event practices.

Please refer to the [Event Grants Program Guidelines](#) for requirements, including waste reduction and Waste Management Planning.

**What sustainability practices will be implemented for your event? (Select all that apply) \***

- Waste reduction (e.g. minimising waste, avoiding single-use items)
- Reusable serviceware or reuse systems
- Responsible packaging (e.g. approved compostable alternative)
- Local procurement (e.g. local suppliers, producers or services)
- Low-impact transport options (e.g. public transport, walk/cycle access)
- Energy and water efficiency measures
- Avoidance of environmentally harmful materials (e.g. plastics, polystyrene, balloons, glitter)
- Other:

Consider how you will reduce waste, use reusable or low-impact materials, and support responsible event operations. If your application is successful, you will be required to submit a Waste Management Plan in line with the Event Grants Program Guidelines.

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**Briefly describe how these practices will be implemented. \***

Word count:

Must be no more than 150 words.

For practical tools and templates to support waste reduction and sustainable event delivery, refer to the Zero Waste Events Tasmania (ZWET) resources: <https://visitnortherntasmania.com.au/zwet-templates>

**What lasting benefits will your event create beyond the event itself? \***

Word count:

Must be no more than 150 words.

This could include building skills, volunteers or organisational capacity, strengthening partnerships or networks, growing or sustaining the event over time, or delivering ongoing community, cultural or economic benefits.

## Project Plan

\* indicates a required field

**Provide a brief project plan outlining how you will deliver your event.** Include your planning start date, key milestones, and when the event will take place and conclude.

For example:

MonthActivity

FebBegin planning and form team

Feb-MayOngoing planning, meetings, and permits

AprilFinalise approvals and deliver event

May-JuneDebrief and complete reporting

Keep your plan clear and realistic to show how you will deliver the event successfully.

## Milestones

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date	End Date	Notes
One per row. e.g. Event design; auditions; evaluation. Add more	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.

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rows if you want to list additional milestones.			
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**Please upload your project plan if not completing the template above.**

Attach a file:

**What are the key outcomes you expect from this event? \***

Word count:

Must be no more than 150 words.

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an **authorised representative of the applicant organisation**.

The authorised representative must be:

- a **senior staff member, committee member, or board representative**; and
- authorised to **sign on behalf of the organisation and commit it to this application and any funding agreement**.

By completing this section, you confirm that:

- the organisation **meets the eligibility requirements** of the grant program; and
- the information provided is **true, complete and correct**.

For incorporated organisations, a second authorised person may be required at contracting stage.

**Declaration I certify that I am authorised to sign on behalf of the applicant organisation and that the information provided in this application is true and correct. If this application is approved, the organisation agrees to accept and comply with the terms and conditions of funding.**

**I agree \***

Yes

**Name of authorised person \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a senior staff member, trustee or appropriately authorised volunteer

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**Position \***

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

**Phone number \***

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

**Email \***

Must be an email address.

## 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.**