

Event Grants Program 2024/25

Frequently Asked Questions

How do I apply?

All applications must be submitted online via the SmartyGrants platform. When each Event Grant round opens on- 1 February, 1 April and 1 October 2024, a link to the application form will be available on the Surf Coast Events website:

surfcoastevents.com.au.

Click on the link to reach Smartygrants. If you haven't previously used SmartyGrants, you will need to create an account. Use the SmartyGrant help section if you are having any issues.

Can I apply if my event starts before the announcement of successful grants?

Events applying under the 2024/25 program are for events held between 1 July 2024 and 30 June 2025.

When will I know if my application has been successful?

Tourism and Boutique Creative/Special Focus Events will be announced early May 2024

Community Round 1 Grants (open 1-30 April 24) will be announced 14 May 2024
Community Round 2 Gants (open 1-31 October 24) will be announced 14 November 2024.

Can I apply if my event has received funding in previous rounds?

The three-year funding duration set in 2021 has now been removed, this means events that have received funding for the previous three-years or more, can apply under the 2024/25 Event Grants round.

You will need to continue to demonstrate future growth elements in the Event. Events should continue to move towards being financially sustainable.

How do I know which funding stream to apply for?

All applicants must discuss their event with Council's Event Grants Team, Katie Boag or Sarah Korakis on: 03 5261 0600, who will be able to assist in identifying which category your event fits best.

You should also carefully review the Event Grants Guidelines, which provide further details including event definitions and assessment criteria.

What evidence of meeting the assessment criteria do I need to provide?

Evidence should be tangible and demonstrable. For Tourism Events, Boutique Creative and Special Focus Events, we strongly recommend that you provide data-based evidence to support your application.

My event is fairly small. Will it receive funding?

It is important to understand that this program is highly competitive and a successful application will need to show plausible goals and be supported with relevant research and documentation. Any event, large or small, is expected to be able to do this.

Should I seek a letter of support from a Council officer or Councillor for my application?

Letters of support are worth including as they are additional evidence, but do not negate the need to meet selection criteria, or gain the appropriate permits and approvals.

What sort of obligation does the event have to Council if it is successful?

Successful events will be required to enter into an agreement with Surf Coast Shire Council. Refer to Section 10 of the Event Grants Guidelines for details of obligations.

After the event is held, are there any further obligations?

Successful events will be required to complete a Post-Event Report, including a financial acquittal. Funds received must be used as specified in the original budget. Any changes to the scope must be reported to Council prior to the event taking place.

Do I need to be registered for GST?

No. However, you will be expected to provide a tax invoice if you are successful in receiving a grant. GST will only apply if you are registered.

How much should I apply for?

As part of your application, you will be asked to provide the total event budget. The event should not be overly reliant on Council funding, ie you should be able to show other revenue streams. The level of support provided for the event will be dependent upon the quality of the application submitted, and the scale of the event. A strong application will demonstrate how the event will attract visitors and/or generate benefits for the community.

Be aware that there are limited funds for multiple events under consideration, and as such, very few events receive the upper dollar limit of the grant stream.

Can I seek funding to pay for the event's insurance?

Funding cannot support the cost of insurance. See Section 7 of the Event Grants Guidelines for details of event components that will not be funded.

How is the decision to fund an event made?

Applications are assessed by a panel of Council Officers. Panellists are selected from a variety of teams/departments, bringing a variety of expertise. Applications are assessed by the panel individually against the weighted assessment criteria. The scores are discussed and averaged out in a final panel discussion. Applications are then declared successful/unsuccessful.

I missed the program application closing date. Can I still submit my application?

Late applications will not be accepted under any circumstances.

Any further questions?

Please contact the Event Grants Team, Katie Boag or Sarah Korakis on: 03 5261 0600, or via email: eventgrants@surfcoast.vic.gov.au