Community Events Funding 2026/2027
Form Preview

Community Events Funding Program Application

* indicates a required field

Before you continue:

You will need to fully understand the guidelines for the Community Events Funding Program to make sure your organisation's application has the best chance of getting funded.

- Does your project "fit" with Council's funding principles and the program's funding objectives?
- Do you understand how your application will be assessed?

Please review the Community Funding and Support Program Guidelines before commencing your application. You may also like to look at the resources 'Grant Writing Tips' and 'Sample Budget Fact Sheet' available on Council's Funding and Support webpage.

Is the applicant a Not-for-Profit organisation / Group / Club or Registered Charity (includes Churches and School P&Cs) *

○ Yes ○ No

As you answered No - your organisation is INELIGIBLE for funding.

Please contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au or phone (07) 3810 6648 to discuss further.

Name of Organisation *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the Australian Business Register, Australian Charities and Not-For-Profit Commission or Australian Tax Office.

1. Contact Details

1.1 Contact person for the funding application *

Title First Name Last Name

This is the person we will correspond with about this grant application.

1.2 Position held in organisation *

e.g. Manager, Board Member, Coordinator, etc.

1.3 Contact Phone Number *

Must be an Australian phone number.

1.4 Contact Email address *

Must be an email address.
This is the address we will use to correspond with you about this grant application.

1.5 Is this the same contact person for the event? *

○ Yes ○ No

Who is the contact person for the event?

Event Contact Name *

Title First Name Last Name

Event Contact Phone Number *

Must be an Australian phone number.

Event Contact Email *

Must be an email address.

2. Organisation Details

2.1 Organisation's Street Address *

Address

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

2.2 Division where your organisation is located. *

○ Division 1 ○ Division 3 ○ Outside of Ipswich LGA
○ Division 2 ○ Division 4

Not sure which division you're in?

Find out on the Electoral Commission of Queensland website (go to the webpage and type in your address).

2.3 Organisation's Postal Address *

Address

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

2.4 Organisation's Email address *

Must be an email address.

2.5 Organisation's Website *

Must be a URL.

2.6 Organisation's Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

2.7 Latest Financial Statement and/or latest Annual Report *

Attach a file:

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

2.9 If your organisation is not incorporated, please attach a copy of your organisation's constitution

Attach a file:

2.10 Please attach a copy of your current Public Liability Insurance Certificate or Certificate of Currency *

Attach a file:

The minimum cover required is $20 million and the insurance company must be licensed to operate in Australia. The certificate must be in the name of the applicant.

2.11 Please outline the management structure of your organisation and describe your organisation's ability/capacity to manage community events *

For example, please outline the management structure of your organisation and describe your organisation's ability/capacity to manage community events

2.12 Does your organisation adhere to sound Workplace Health & Safety practices? *

○ Yes ○ No

2.13 Does your organisation comply with all other Australian and Queensland Legislation including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration and accredication of professional employees, and preparation and dissemination of annual reports? *

○ Yes ○ No

2.14 Are any of your organisation's Board / Management Committee members Ipswich City Council staff? *

○ Yes ○ No

Council collects this information in accordance with its Related Party Disclosure Policy

List all Board / Management Committee members who are Ipswich City Council staff:

Name	Position in your organisation (eg. Secretary, Committee Member, etc)

3. Event Details

* indicates a required field

Name of Event *

Provide the title for your event. Your title should be short but descriptive.

TELL US ABOUT YOUR EVENT

- What will you do and what activities are involved?

- Who will be involved?
- Why are you holding this event?

3.1 Please provide information about your event (answering the above questions). *

Go to the Funding Centre's Answers Bank at https://explore.fundingcentre.com.au/help-sheets/answersbank if you need some ideas about how to frame your response.

3.2 Type of Event *

○ Community Event (eg. Family Fun Day, Multicultural Festival, etc)
○ Sporting Event

Who are the primary beneficiaries of this project/program? *

No more than 3 choices may be selected.
Please choose only the group/s that are at the very core of this event

3.3 Is this a ticketed event? (Is there a cost to attend?) *

○ Yes - cost is below
○ No
○ Free to attend but ticket / registration required

Cost of ticket per person *

Please include details of different costs, eg. children, seniors, etc.

How does your project align with Council's strategic outcomes and metrics?

For further information, please see the Community Development Strategy and/or the Active Ipswich Strategy.

3.4 Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Alignment with our outcomes

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.

3.5 Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

3.6 Approximate number of attendees / participants *

Must be a number.

3.7 Applications which demonstrate evidence of partnerships or collaborations are highly desirable. If you are working with another organisation to deliver this event, outline who they are and their role in this event. *

You are required to provide evidence of partnerships or collaborations. PLEASE NOTE: Suppliers of goods/services are not considered partners/collaborators unless they are actively participating in the planning and delivery of the event.

Upload letters confirming partnerships or collaborations

Attach a file:

You are required to provide evidence of partnerships or collaborations.

3.8 How will this event continue without future Ipswich City Council funding? *

3.9 Where will the event take place? *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
If being held in multiple venues across Ipswich, please click on Can't find my Address and note this.

3.10 Which Council Division will the event be held in? *

- ○ Division 1
- ○ Division 2
- ○ Division 3
- ○ Division 4
- ○ Various venues across the Ipswich LGA

Not sure which division the event will be held in?

Find out on the Electoral Commission of Queensland website (go to the webpage and type in the event address).

USE OF COUNCIL LAND OR FACILITY

If you are planning an event in a Council park, reserve or facility you will need to apply for a permit or licence. For further information, including the link to Park Search for the online application, please visit the Permit and Licence Information page.

3.11 Is your event being held in a Council park or facility? *

- ○ Yes
- ○ Yes - we are a sporting/community club in a Council owned sport and recreation facility
- ○ No

3.12 Event Dates and Times

Events must not start until after funding has been **approved**.

Notification of approval/declined/ineligible will be no earlier than 4 weeks and no later than 6 weeks from round closure date.

If funding is approved, the event must be held within 12 months of the funding approval date.

Event Start Date *

Must be a date.
If your event is being held over more than one day, this is the first day of your event.

Event End Date *

Must be a date.
If successful, an Acquittal will be due one month after this date (but no later than 12 months from the funding approval date). If your event is being

Event Start Time *

What times is your event scheduled to start?

held over more than one day, this is the last day of your event.

Event Finish Time *

What time is your event scheduled to finish?

Event Details Continued

* indicates a required field

Permits and Licences

Some events, even those held on your own or private property, may also require an additional permit or licence, e.g a Temporary Entertainment Event Licence (or TEEL) may be required for events attracting 500 people or more. Please refer to the Permit and Licence Information page for requirements or contact the ICC Applications Team on (07) 3810 6666 for further assistance.

Please attach the Park Booking Permit or proof of use of Council's park or facilities *

Attach a file:

This may be your Temporary Entertainment Event Licence Application Number. If unsure, contact the Community Funding and Support Team on 3810 6648.

Do you have a current agreement / permission to use the Council owned sport and recreation facility? *

○ Yes ○ No

If your agreement / permission to use the Council owned sport and recreation facility does not cover your event or is not current, please contact Council 3810 6666 or email the Sport and Recreation Team at sportrecreation@ipswich.qld.gov.au.

Risk Management Plan

Do you have a Risk Management Plan for your event? *

○ Yes ○ No

PLEASE NOTE: You are not required to provide a copy of your Risk Management Form, however, you will need to provide one if you are required to apply for a Temporary Entertainment Event Licence (TEEL).

Please refer to the following links for information which will assist your organisation to develop a risk management plan, including pre-populated checklists.

Volunteer Now - Risk Management Templates

Our Community - Event Risk Management Template

Budget

* indicates a required field

If your organisation is registered for GST, all figures entered **MUST be GST EXCLUSIVE** (if successful, GST will be added to the amount funded).

If your organisation is NOT registered for GST, all figures entered **MUST include GST** (where applicable).

Click here for an online GST calculator to assist with your budget.

Applicant Contribution must be at least 20%:

Applicants are required to contribute to the cost of their event. Funds and/or support from other sources are required for Community Events Funding, with a minimum applicant contribution requirement of 20%, and could include:

- Cash / In-kind contribution from your organisation, e.g., staff costs, direct payment of goods/services, printing costs, administration support
- Voluntary contributions (ICC recognises the contribution of volunteers at $40.35 per hour. This amount can be claimed as your organisation's in-kind contribution to the project costs)
- Other Guaranteed Income - this may be from other grants/sponsorship received, etc.

For Expenditure:

- Please complete your **full** event budget in the table below - *not just the grant portion*.
- Attach current quotes for each item Council funding will be used towards. Wherever possible goods and services should be purchased / hired from Ipswich based providers.
- ATTACH CURRENT QUOTES ONLY - **DO NOT ATTACH INVOICES**. Please attach files below.

Funding towards cost of hiring bins and/or toilets

The In-Kind Assistance program is now closed. You can now apply for up to $2,500.00 towards the hire of bins and/or portable toilets.

If requiring this funding, current QUOTES must be attached.

For further information, including a list of possible suppliers, please see Fact Sheet - Community Events Funding Program Update

What funding do you require? *

○ We do not require additional funding for bins and/or portable toilets
○ We require additional funding for bins and/or portable toilets
○ We only require funding for bins and/or portable toilets

4.1 Income Table

If you require assistance with completing the budget tables, please refer to the Sample Budget Fact Sheet or contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au.

Income Description	$ Funds coming in
Council's Community Events Funding (amount requested)	
Applicant organisation financial contribution (if applicable)	
Applicant Organisation in-kind contribution (if applicable)	
Other Guaranteed Income (if applicable)	
Partnering organisation's financial contribution (if applicable)	

4.2 Expenditure Table

If you require assistance with completing the budget tables, please refer to the Sample Budget Fact Sheet or contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au.

Funding towards cost of hiring bins and/or portable toilets not does need to be included in this section. Please see below section to apply for up to $2,500.00 towards the hire of bins and/or portable toilets.

Expenditure Description (list goods and/or services)	$ Cost of goods / services

4.3 Budget Totals

The budget totals are automatically calculated from the tables above. Total income and total expenditure should be the same.

Please contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au if you require assistance to complete the budget.

Total Amount Requested (up to a maximum of $5,000) *

Total Income Amount

Total Expenditure Amount

This number/amount is calculated.

This number/amount is calculated.

4.4 Please attach **CURRENT QUOTES ONLY** for all expenditure items Council funds will be used towards. Please refer to the Acceptable and Unacceptable Quotes fact sheet to ensure your quote contains all required information.

PLEASE NOTE: no payments can be made for any goods and/or services you plan to use Council funds towards until after the decision date.

DO NOT ATTACH INVOICES *
Attach a file:

Applications must include copies of current quotes received for the goods and/or services Council's funding will be used towards. Wherever possible goods and services should be purchased / hired from Ipswich based providers.

4.5 Are the goods and/or services Council funds will be used towards being purchased / hired from Ipswich based providers? *

○ Yes - for all goods/services
○ No
○ Yes - for some goods/services

Wherever possible goods and services should be purchased / hired from Ipswich based providers. You may find an Ipswich based provider at https://ipswichchamber.org.au/members/ or https://gscc.com.au/members-directory/.

If not purchasing / hiring goods and/or services from Ipswich based providers, please explain why (eg. not available from a local provider, etc.) *

Hire of Bins and/or Portable Toilets

Expenditure Description (li st items, i.e. bins, portable toilets)	$ Cost of items	Attach current QUOTE/S only

Total

Total Expenditure Amount

This number/amount is calculated.

5. Event Evaluation and Council Acknowledgement

* indicates a required field

Event Evaluation

At the end of your event, you must acquit the funding (proving you have spent the money in accordance with this application and provide copies of invoices and receipts). The acquittal also requires you to evaluate the project and provide information about the outcomes achieved.

For more information about evaluating projects, please refer to Measuring What Matters Booklet.

Measuring the success of an event could include:

- the number of people attending and/or participating in the event
- providing images, photographs and/or videos of the event
- surveying participants or target groups to gain feedback (this could be an online survey or hard copy surveys)
- undertaking attendee / participant or target group interviews

5.1 Metric	**Target**	**Collection method**	**Explanatory notes**
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

5.2 Are there any other metrics that you would like to include to measure the success of your event? *

Council Acknowledgement

If your funding application is successful, you will be required to acknowledge the financial support provided by Ipswich City Council.

Ways of acknowledging funding should include:

- Inclusion of Council's Logo on all promotional and publicity activity, material and publications directly relating to the event

- Council's support acknowledged in any media statements, speeches, newsletters, annual reports, and correspondence to supporters and members relating directly to the event
- The Mayor and relevant Divisional Councillors are invited to attend and participate in the event and in any media releases and media opportunities directly related to the event
- Council's support acknowledged in multimedia material associated with the event such as website and social media

Further information on ways to acknowledge Council can be found on the Acknowledgment of Council Funding factsheet.

5.3 How will Council be acknowledged? You will be required to provide evidence of how you acknowledged Council and the funding of your event *

NOTE: Evidence of how you acknowledged Council and the funding of your event may include copies of advertising material / newsletter / annual report, link or image of social media post, etc.

6. Certification

* indicates a required field

6.1 Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (e.g. CEO, President, Chairperson, Treasurer, Secretary). If the application is not being submitted from the email address of the certifying individual, a letter on the organisation's letterhead confirming their support for the application must be attached.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this funding, we will be required to accept the terms and conditions of the funding as outlined in the Funding Agreement.

I agree * ○ Yes

Name of Authorised Person * Title | First Name | Last Name

Position *

Contact Phone Number *
Must be an Australian phone number.

Contact Email *
Must be an email address.

Date *

Must be a date.

Letter of certification (if relevant)

Attach a file:

6.2 Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for the Community Events Funding Program. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees, which may be recorded in meeting agendas and formal minutes, which are accessible to the public. Further, your personal information, such as your name, may be discussed at the meetings of Council and its committees which are open to the public. Please also note that, as per the Community Funding and Support Policy, applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

7. Checklist and Feedback

* indicates a required field

Have you attached copies of all documents as required to support your application?

Incomplete applications will not be considered.

7.1 Checklist - these documents are required *

☐ Latest Financial Statement and/or latest Annual Report
☐ Current Public Liability Insurance Certificate or Certificate of Currency
☐ Current QUOTES ONLY for goods and/or services Council funds will be used towards

Checklist - these documents my be required (please attach if applicable)

☐ Applicant organisation's constitution (if applicant organisation is unincorporated)
☐ Letters confirming partnerships or collaborations
☐ Park Booking Permit or proof of use of Council's park or facilities

If these documents are required and not attached, your application may not be considered.

7.2 Applicant Feedback

Council invites feedback from applicants to help us to improve future community funding programs and processes. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

Out of 5, how would you rate the complexity of this application form.

1 = Very Difficult, 5 = Very Easy

○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Would you like to provide feedback about the application process, (including guidelines, timeframes, resources etc) to assist us to improve the application process and to inform future funding and support programs?

Do not add application specific information here. If you have additional questions/information regarding your application, contact the Community Funding team on (07) 3810 6648 to discuss the appropriate action.

We thank you for your feedback.