

2025 - 2026

# Community Events Grant Guidelines





## Acknowledgement of Country

Eurobodalla Shire Council recognises Aboriginal people as the original inhabitants and custodians of all land and water in the Eurobodalla and respects their enduring cultural and spiritual connection to it. Eurobodalla Shire Council acknowledges the Traditional Owners of the land in which we live. Council pays respect to Elders past, present and aspiring. We are on Yuin Country.

## Access to information

The best way to find out information about Council is to read our news on the website, subscribe to our monthly newsletters, follow us on Facebook, Instagram and LinkedIn, and read the Living in Eurobodalla residents' newsletter each quarter. You can also read the Council Meeting agenda papers online or by dropping into a library in Narooma, Moruya or Batemans Bay, watch the Council Meeting livestream, participate in the meeting by attending Public Access or Public Forum, or attend a Councillor Catch Up. Our Customer Service Centre in Moruya welcomes community members every weekday to provide access to information and answer questions.

## How to contact us

In person	Customer Service Centre 89 Vulcan Street, Moruya Monday to Friday, 8.30am to 4.30pm
Phone	02 4474 1000 For after-hours emergencies call 1800 755 760
Mail	PO Box 99, Moruya NSW 2537
Email	<a href="mailto:council@esc.nsw.gov.au">council@esc.nsw.gov.au</a>
Web	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>
Councillors	See contact details on our website

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# 2025-2026 Community Events Grant Guidelines

## Purpose

The Community Events Grant supports initiatives that contribute to Eurobodalla's strong economy through learning, employment and business opportunities. It aligns with the theme "Our Economy" from the Eurobodalla Community Strategic Plan 2042, which seeks to promote vibrant events and tourism to become a top destination.

## Objectives

Funded projects must address one or more of these objectives:

- Support local organisations and event organisers in planning and delivering successful community events.
- Develop a positive community spirit through involvement, participation, relationship-building, and collaboration.
- Enhance community identity and celebrate the cultural and social life of Eurobodalla.
- Encourage events that align with the Eurobodalla Events Strategy 2025-29 and benefit the majority of residents.
  - [Eurobodalla Events Strategy 2025-29 \(PDF\)](#).

## Who can apply

Applicants can be from one of these categories:

- Not-for-profit and community organisations: local sports clubs, arts and culture groups, and charities hosting events that create social, cultural, and recreational engagement.
- Local event organisers: individuals or groups planning inclusive community events that encourage participation and strengthen local connections.
- Grassroots community initiatives: small-scale gatherings, celebrations, and activities that activate public spaces and bring people together.
- Events on Council-owned or managed land: activities held in parks, reserves, sportsgrounds, and other community spaces that contribute to local vibrancy.

Events are encouraged to be open to the public and be free or low-cost to attend (eg a small fee to cover additional expenses). This helps to promote accessibility and encourages broad community participation.

Applicants with outstanding debts to Council or who have existing Council grant funding that has not yet been expended or acquitted will not be eligible to apply.

## Eligible and ineligible expenses

Examples of what the funding can be used for:

- Event-specific equipment purchases or hire (eg staging, sound systems, marquees).
- Temporary venue infrastructure purchases or hire (eg fencing, accessible ramps).
- Marketing and promotional materials (eg flyers, advertising, signage).
- Event insurance and permits.
- Entertainment costs (eg performers, musicians, emcees).
- Volunteer support (eg catering, uniforms, training).
- Accessibility supports (eg Auslan interpreters, mobility aids, transport).
- Waste management and cleaning services for the event.
- Safety and security services for the event (eg traffic control, first aid).
- Materials for workshops or interactive activities held during the event.

Examples of what the funding cannot be used for:

- Ongoing operational or administrative costs not directly related to the event (eg staff wages, utilities).
- Events that are primarily religious or political in nature.
- Alcohol, gambling, or tobacco-related expenses.
- Retrospective funding for events already held or expenses already incurred.

## Expectations of grant recipients

Grant recipients are expected to:

- use funds strictly for the approved purpose
- publicly acknowledge Council's support
- submit a project acquittal
- provide a current Certificate of Currency for Public Liability Insurance (minimum \$20 million), if the event involves public participation
- comply with Council's event permit application process if your event is held on Council-owned or managed land.

## Funding details

The key funding details include:

- **Maximum grant amount:** \$2,000 per application
- **Co-contributions:** strongly encouraged
- **Total funding available for 2025–26:** \$20,000 (as outlined in Eurobodalla Council's Operational Plan).

## Key dates

The key dates for this grant round are:

- **applications open:** Monday 1 September 2025, 9am
- **applications close:** Tuesday 30 September 2025, 11.59pm
- **grant expenditure:** between 1 January and 31 December of the calendar year following the application.

## Application and assessment

The application and assessment process includes these steps:

1. **Promotion:** via Council's website, newsletters, social media, and direct outreach to community groups and local business chambers.
2. **Assessment panel:** the mayor (or his delegate), a member of the Events team, a member of the Tourism team, a non-assessing Council staff facilitator.
3. **Approval:** by resolution of Council.
4. **Public notice:** not required, as the grant is included in Council's Operational Plan.
5. **Notification:** successful applicants will be notified as soon as an outcome has been reached, pending Council resolution.

## Contact and support

For more information, contact Council's Grants team:

**T:** 02 4474 7363

**E:** [grants@esc.nsw.gov.au](mailto:grants@esc.nsw.gov.au)

# Community Events Grant Application Checklist

## Before I apply

- ☐ I have an event idea that aligns with one or more of the grant objectives.
- ☐ I have read the Community Events Grant Guidelines.
- ☐ I understand the purpose and objectives of the grant.
- ☐ I am eligible to apply (eg a not-for-profit organisation, local event organiser, grassroots initiative, hosting an event on Council-owned or managed land, or another applicant type that can fulfil the grant objectives).
- ☐ I have no outstanding debts with Eurobodalla Council.
- ☐ I have no remaining funding from a previous Eurobodalla Council program or grant to expend or acquit.
- ☐ I understand that this grant is specifically for community events, and other types of projects should be submitted under the appropriate grant.
- ☐ If applicable, I confirm that my event aligns with the Eurobodalla Events Strategy 2025-29 and benefits the majority of residents.
  - [Eurobodalla Events Strategy 2025-29 \(PDF\)](#).

## Preparing my application

- ☐ I have a clear description of my event and its expected outcomes.
- ☐ I know who will benefit from my event (eg age group, community).
- ☐ I understand which expenses are eligible and ineligible under the grant.
- ☐ I have a timeline for my project (the event must occur between 1 January and 31 December of the calendar year after I apply).
- ☐ I have a budget prepared, including any co-contributions or in-kind support.
- ☐ I know how I will publicly acknowledge Council's support.
- ☐ I can provide a current Certificate of Currency for Public Liability Insurance (minimum \$20 million), if the event involves public participation.
- ☐ I will comply with Council's event permit application process if my event is held on Council-owned or managed land.

## Submitting my application

- ☐ I have completed all required fields in the SmartyGrants application form.
- ☐ I have attached any supporting documents (if applicable).
- ☐ I have reviewed my application for accuracy and completeness.
- ☐ I have submitted my application before the deadline: Tuesday 30 September 2025 at 11.59pm.

## If my application is successful

- ☐ I will use the funds only for the approved purpose.
- ☐ I will publicly acknowledge Council's support in promotional materials and during the event.
- ☐ I will submit a project acquittal after the event has been held.

