

GYMPIE REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM 2026/2027

* indicates a required field

The Community Grants Program provides financial assistance to eligible community organisations to deliver projects which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant Council strategies and plans
- Enhance the social, environmental and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's [Community Grants Policy](#)

Council may establish grant categories and programs to respond to community need or issues. Please refer to Council's website for other grant program guidelines including the Regional Arts Development Fund (RADF) and Halls Insurance Grants Programs.

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au

Information for applicants

Before completing this application:

1. Applicants are encouraged to speak with an officer from Council's Community Development Team

Please call 1300 307 800 or email grantsadmin@gympie.qld.gov.au to make an appointment.

2. Read the [Community Grants Program Guidelines 2026/2027](#)

4. Applications will only be accepted by submission through the Smarty Grants portal.

5. Parts of this application will require supporting documentation. Please ensure that documentation is clear and legible.

NB: No late or incomplete applications will be accepted.

If you require further assistance with using Smarty Grants portal please click [here](#) to access the FAQ's.

Privacy Statement

"The personal information you provide will be used for the purposes of grant administration. It will be securely stored and only accessed by authorised Council staff. Gympie Regional Council collects your personal information in accordance with the Information Privacy Act 2009 and the Queensland Privacy Principles.

26/27 - Application - Events

Form Preview

This information will only be used for the purpose stated and will not be disclosed without your consent unless required by law.

In the event of a data breach involving your personal information, Council will notify you in accordance with the Mandatory Notification of Data Breach scheme under the IPOLA Act.

For more information, refer to Council's Privacy Policy"

[Privacy Statement | Gympie Regional Council](#)

By submitting this form, you consent to the use of your personal information for the stated purpose

☐ Agreed

CATEGORY SELECTION

Please choose which category you are applying to.

MINOR Events - maximum grant amount of \$5,000 for events attracting local and regional participation and enhancing community identity, connection and participation

MAJOR Events - maximum grant amount of \$25,000 for events attracting substantial regional participation (over 1,000 people) and are of high social and/or cultural benefit

Which category are you applying to? *

☐ Community Events - MINOR

☐ Community Events - MAJOR

Double check you have selected the correct category!

Grant Category: COMMUNITY EVENTS - MAJOR GRANT

For full details on Grant Categories read the [Community Grants Program Guidelines 2026/2027](#)

Purpose:

To support community led events and festivals that attract substantial regional participation and attract some audiences from outside the region, and are of high social and/or cultural benefit.

Timeframe:

Maximum 3-year delivery timeframe, with maximum \$25,000 grant per year

Amount & co- contributions:

Maximum grant amount: \$25,000

Council contribution: Maximum 80% of project cost

Applicant contribution: Minimum 20% of project cost

Priorities:

- 1.Attract substantial local participation (more than 1,000 people).
- 2.Provide significant social and/or cultural benefit to the region
- 3.Activate community spaces and facilities.

Category Specific Eligible Expenses:

- Event Coordinator fees related to the event are eligible.

26/27 - Application - Events

Form Preview

- Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.
- International travel fees for Judges, performers, event staff are ineligible.

Land Owners Consent:

For events on Council owned or controlled land, applicants must make an application for use of Council's Public Spaces **prior** to progressing their application.

To download an application form go to: [Application for Park Use](#) - please note the form must be lodged with Council (**not through this Application**)

Grant Category: COMMUNITY EVENTS - MINOR

For full details on Grant Categories read the [Community Grants Program Guidelines 2026/2027](#)

Purpose:

To support community led events that attract local and regional participation with the aim of enhancing community identity, connection and participation within the region.

Timeframe:

Maximum 3-year delivery timeframe, with maximum \$5,000 grant per year.

Amount & co- contributions:

Maximum grant amount: \$5,000

Council contribution: Maximum 80% of project cost

Applicant contribution: Minimum 20% of project cost

Priorities:

1. Enhance sense of community identity, connection and belonging 2. Celebrate a significant community occasion or commemoration (e.g. 50th year milestone/opening anniversary, locality commemoration) 3. Activate community spaces and facilities

Support Material

- Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities)
- Draft Event Program (include as relevant: event run sheet, event checklist and key personnel)

Category Specific Eligible Expenses

- Event Coordinator fees related to the event are eligible.
- Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.
- International travel fees for Judges, performers, event staff, are ineligible.

Land Owners Consent:

For events on Council owned or controlled land, applicants must make an application for use of Council's Public Spaces **prior** to progressing their application.

To download an application form go to: [Application for Park Use](#) - please note the form must be lodged with Council (**not through this Application**)

APPLICANT DETAILS

* indicates a required field

Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

It is crucial that you complete these questions before any others to ensure you are applying for the most suitable grant.

If you have any questions in regard to the eligibility criteria, please contact a member of the Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.

I confirm that my organisation..... *

- ☐ is an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or unincorporated community groups that have an auspice arrangement with an incorporated not-for-profit community organisation.
- ☐ holds \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy).
- ☐ has no outstanding debt with Council or have entered into scheduled payment arrangements with council which are being adhered to, and/or have met acquittal conditions for previous council grants.
- ☐ is based in, or provides direct benefits to, the Gympie region.

At least 4 choices must be selected.

Applicant Organisation details

Organisation Name *

Organisation Name

As listed with the Office of Fair Trading or ASIC

Contact Person *

Title First Name Last Name

----------------------	----------------------	----------------------

Position within the organisation *

E.g President, Secretary, Treasurer, Grants Officer

Organisation Address *

Address

Suburb State Postcode

26/27 - Application - Events

Form Preview

--	--	--

Postal Address (if different from above) *

Address

Suburb State Postcode

--	--	--

Primary Phone Number *

--

Must be an Australian phone number.

Alternate Phone Number

--

Must be an Australian phone number.

Contact person's email address *

--

Must be an email address.

Applicant organisation type

What is your organisation's legal structure? *

- ☐ Incorporated association
☐ Unincorporated association

If your organisation is an unincorporated association you must be auspiced by an incorporated organisation.

Is your group being auspiced by another organisation for the purpose of this grant? *

- ☐ Yes ☐ No

Applicant organisation ABN

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

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	

26/27 - Application - Events

Form Preview

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.

AUSPICE INFORMATION

*** indicates a required field**

Is the auspice organisation incorporated and not for profit? *

- ☐ Yes
☐ No

If you have answered 'No' to this question you are ineligible to apply. If you would like further information please contact Council on 1300 307 800.

This section only needs to be completed if the applicant organisation is not incorporated. In which case the applicant organisation needs to be auspiced by an organisation that is incorporated.

The auspice organisation will take full legal and financial responsibility for the delivery of this project, the grant administration and finalisation. For example if you are successful, the auspice organisation signs the Letter of Offer, and is paid the grant.

Auspice organisation name *

Organisation Name

Auspice Primary Address *

Address

Suburb State Postcode

Auspice Postal Address *

Address

26/27 - Application - Events

Form Preview

Suburb State Postcode

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g President, Committee Member) and must include, name, position, signature and date.

Primary contact person at auspicing organisation *

Title First Name Last Name

Position held within the organisation *

Primary phone number *

Must be an Australian phone number.

Alternate phone number

Must be an Australian phone number.

Contact person's email address *

Must be an email address.

Auspicing organisation website

Must be a URL.

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

Auspice organisation 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	

26/27 - Application - Events

Form Preview

ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

EVENT DETAILS

* indicates a required field

Event Title *

Event Description (what are you planning) *

Word count:

Must be between 50 and 100 words.

Provide a brief description of the event. This may be used for promotional purposes.

Event Delivery Overview (how will you deliver) *

Word count:

Must be no more than 500 words.

Include information about how the event will be delivered, by whom and where. Describe what will happen.

Event Start Date (2025/2026) *

Projects cannot commence prior to notification date of the round to which the application has been submitted.

Event End Date (2025/2026) *

If you are a successful applicant your acquittal will be due 4 weeks from this date.

Are you applying for single or multi-year funding? Please choose below *

☐ 1 Year only

☐ Multi-year (2 to 3 years)

26/27 - Application - Events

Form Preview

Where will your project take place? *

☐ Gympie & surrounds

☐ Mary Valley Townships

☐ Cooloola Coast Townships

☐ Western Townships

At least 1 choice must be selected.

Applicants may be offered partial funding. In this case, can the project proceed with partial grant funding? *

☐ Yes

☐ No

Please note if you are awarded partial funding you may be asked to resubmit the project budget.

Applicants for multi-year funding are encouraged to provide examples or evidence demonstrating successful delivery of similar events.

Please provide brief details of previous successful event delivery

Word count:

Must be between 50 and 250 words.

Please upload any documents that may assist in demonstrating previous successful event delivery.

Attach a file:

APPLICATION CRITERIA - MAJOR Events

* indicates a required field

Grant Category: COMMUNITY EVENTS - MAJOR GRANT

This section demonstrates how the application will meet the assessment criteria as described in section 8 of the [Community Grants Program Guidelines 2026/2027](#)

Purpose: To support community led events and festivals that attract substantial regional participation and attract some audiences from outside the region and are of high social and/or cultural benefit.

Priorities:

1. Attract substantial local participation (more than 1,000 people)
2. Provide significant social and/or cultural benefit to the region
3. Activate community spaces and facilities.

MEETING GRANT CATEGORY PRIORITIES - please address ALL 3 priorities.

1. Discuss how the event will attract substantial local participation (more than 1,000 people). *

Word count:

26/27 - Application - Events

Form Preview

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

2. Describe how the event will provide significant social and/or cultural benefit *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

3. Discuss how the event will activate community spaces and facilities. *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

ECONOMIC AND SOCIAL IMPACT

4. How often will/does the event occur? *

- ☐ Annually
- ☐ Once off
- ☐ Bi-annual
- ☐ Other:

5. What is the duration of the event? *

Must be a number.

This does not include bump in and bump out.

*

- ☐ Days
- ☐ Hours

6. Please provide an estimation on how much you expect participants will spend per day to participate in your event. Must include local participants spend and visitor participant spend. *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

7. Please detail how you calculated expenditure figures i.e ticket sales, average cost of accommodation, average price of meal, etc. *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

26/27 - Application - Events

Form Preview

8. Please provide the total amount spent (\$AUD) in the Gympie Region to run your event i.e Costs that are directly spent in the region to hire event equipment, artist fees, venue hire. *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

9. Please provide an estimate of how many attendees will be participating in your event. *

10. Do you have evidence to substantiate your attendance figures? *

Attachments can be included in the Supporting Documents section of the application form.

11. What percentage of attendees are from outside the Region? *

Word count:

Must be no more than 100 words.

12. How did you arrive at these figures? i.e past ticket sale data *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

13. How many visitors nights is the event expected to attract (total)? *

Word count:

Must be between 50 and 250 words.

Attachments can be included in the Supporting Documents section of the application form.

APPLICATION CRITERIA - MINOR Events

* indicates a required field

Grant Category: COMMUNITY EVENTS - MINOR

This section demonstrates how the application will meet the assessment criteria as described in section 8 of the [Community Grants Program Guidelines 2026/2027](#)

Purpose: To support community led events that attract local and regional participation with the aim of enhancing community identity, connection and participation within the region.

26/27 - Application - Events

Form Preview

Please select one or more priorities that are most relevant to your event: *

- ☐ 1. Enhance sense of community identity, connection and belonging
- ☐ 2. Celebrate a significant community occasion or commemoration (e.g. 50th year milestone/opening anniversary, locality commemoration)
- ☐ 3. Activate community spaces and facilities

At least 1 choice must be selected.

Please select one or more as relevant

Community benefit of the project: outline how the event meets the category purpose and priorities *

Provide detail on the reasoning behind the project, and the issue or need that will be addressed by the project. Provide detail on the intended outcomes of the project, and how these benefit the region.

Does this event involve any equipment purchases? *

- ☐ Yes ☐ No

Equipment purchase and maintenance

If you answered 'yes', please outline how the equipment is integral to the delivery of the event and how it will be maintained. *

BUDGET - Current Year

* indicates a required field

ALL AMOUNTS MUST BE GST INCLUSIVE

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

Please include all GST on all items where applicable, including the grant amount requested in this application.

Provide clear descriptions for each budget item in the 'Expenditure' and 'Income' columns.

Please check the [Community Grants Program Guidelines 2026/2027](#) and the category specific eligible expenses for more information on expense eligibility.

***For all expense items over \$1000, a quote from a registered business must be submitted.**

Please **do not add commas** to figures - e.g type \$1000, not \$1,000 - this will ensure your figures for each column total correctly.

Volunteer labour can be calculated at approximately \$52 per hour. (*Volunteer labour is considered a contribution and should be listed as income*)

26/27 - Application - Events

Form Preview

Your budget MUST balance (TOTAL EXPENDITURE AMOUNT = TOTAL INCOME AMOUNT)

***Maximum grant amount (per year):**

MAJOR Events - \$25,000

MINOR Events - \$5,000

Please note category applicant contribution:

Council Contribution: Maximum 80% of project cost

Applicant Contribution: Minimum 20% of project cost

Please click + or - to add or delete extra lines.

Waste Disposal

*Please note. External event organisers are responsible for the removal of all waste from the event sites unless otherwise indicated by Council. Council supports events throughout the region with both financial and in-kind support through the Community Grants Program, which can include waste disposal and bin costs. Council will not be responsible for the provision of bin deliveries or disposal of waste, unless formally resolved by Council and budget allocated.

Please ensure you have included waste management in your budget, or can provide an agreement from an appropriate waste management provider for waste disposal.

Have you read and understand your responsibility in regards to waste as the event organiser? *

☐ Yes

Expenditure - Current Year

What are the expenses or costs of the project?

Description	Amount (\$)	Grant Amount (\$) R	Quote (if expense is over \$1000)
Description of item	Total cost of item	Grant amount to cover this item. Can be full, partial or zero	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Total project expenses - Current Year

Total Expenditure Amount

\$

This number/amount is calculated.

26/27 - Application - Events

Form Preview

Income - Current Year

How is this project funded? (include requested GRC grant amount)

Description	Amount (\$)	Type of income
Expense/s being covered	Must be a whole dollar amount (no cents).	
	\$	Other:
	\$	Other:
	\$	Other:
	\$	Other:

Total project income - Current Year

Total Income Amount

\$

This number/amount is calculated.

Budget Balance - Current Year

Income minus Expenditure

\$

This number/amount is calculated.

This must equal \$0.00. Adjust the income and/or expenditure to balance the budget.

Total grant requested

\$

This number/amount is calculated.

Note: Min \$5,001 Max \$25,000

Total applicant co-contribution (%)

This number/amount is calculated.

Note: a co-contribution of 20% minimum is required.

Organisation's financial position

26/27 - Application - Events

Form Preview

Please outline your organisation's need for financial support from Council for the project. *

Word count:

Must be no more than 100 words.

For example, if your organisation has a substantial term deposit, has this been set aside for a specific project?

Please upload the most recent financial statement of the organisation. *

Attach a file:

A minimum of 1 file must be attached.

This can be a recent Bank Statement, Annual report, Profit and Loss Statement/Statement of Financial Performance and/or a Balance Sheet/Statement of Financial Position.

MULTI YEAR FUNDING

This section is to be completed by applicants applying for Multi-Year funding

***Please note that subsequent years of funding will be conditional upon:**

- council's budget availability
- the organisation's compliance with funding conditions
- the organisation delivering agreed outcomes

Acquittals:

Grant recipients of multi-year funding must complete an online Acquittal Report every 12 months for the duration of the funding, with a final Acquittal Report within four weeks of the end of the project delivery timeframe.

Please enter requested grant amount per year up to category maximum (MAJOR \$25,000 pa, MINOR \$5,000pa)

Requested Grant Amount - Current (this year)

Must be a dollar amount.

Requested Grant Amount - 1st Subsequent Year

Must be a dollar amount.

Requested Grant Amount - 2nd Subsequent Year

Must be a dollar amount.

26/27 - Application - Events

Form Preview

Do the requested grant amounts for Current Year, 1st Subsequent Year, or 2nd Subsequent Year differ?

☐ Yes

☐ No

Please explain any variation in your annual requested funding amounts?

Provide details explaining why your requested amount has varied, e.g. proposed change of venue, expected profit from this year's event, single year sponsorship etc.

Word count:

Must be between 100 and 800 words.

Total amount requested over 3 years

Total requested 3 year grant amount

This number/amount is calculated.

SUPPORTING DOCUMENTS

*** indicates a required field**

Ensure that any documentation can be easily read, and is not distorted or unclear.

Public Liability Insurance

A copy of the organisation's Certificate of Currency for Public Liability Insurance to the value of \$20M **must** be included. A tax invoice or receipt of payment of insurance will not be accepted.

Evidence of your organisation's Public Liability Insurance certificate of currency (and/or auspice organisation if applicable) *

Attach a file:

A minimum of 1 file must be attached.

Supporting documents

The following documentation is **compulsory**:

26/27 - Application - Events

Form Preview

- Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities, emergency services plan and any other relevant plans)
- Draft Event Program (include as relevant: event run sheet, key personnel)

Attach Event Plan here *

Attach a file:

A minimum of 1 file must be attached.

Files must be .pdf, Word, Excel, .jpg. More than 1 file can be uploaded.

Attach Draft Event Program here

Attach a file:

A minimum of 1 file must be attached. Files must be .pdf, Word, Excel, .jpg. More than 1 file can be uploaded

Recommended supporting documents include:

- Minutes/Evidence the committee have agreed and support the proposed project
- Event Budget
- Letter(s) of support for the project (maximum three)
- Letter(s) of confirmation from partners, stakeholders, sponsors and other organisations (referred to in this application)
- As far as possible, all relevant permits or approvals must be uploaded with the application.

Other documents can include:

- Strategies, Plans and other planning documents produced by the applicant organisation (referred to in this application)
- Evidence of community consultation, such as member survey (referred to in this application)
- Evidence of economic impact, attendance, visitor nights, etc (referred to in this application)

Attach supporting documents here

Attach a file:

Files must be .pdf, Word, Excel, .jpg. More than 1 file can be uploaded.

CERTIFICATION AND FEEDBACK

* indicates a required field

Certification by authorised person

I certify that: *

- ☐ to the best of my knowledge the statements made in this application are true and correct
- ☐ I have read and accept the 'Community Grants Program Guidelines 2026/2027'

26/27 - Application - Events

Form Preview

☐ I agree to complete a project acquittal within 4 weeks of the end of the project delivery timeframe for this round.

☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal

☐ I acknowledge that if any member of our organisation lobbies a Councillor or staff member in relation to this grant application, the application is disqualified

This section must be completed by an authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

Name of authorised person of applicant organisation *

Title First Name Last Name

--	--	--

Position in the organisation *

--

Date *

--

Must be a date.

This section must be completed by an authorised person on behalf of the auspice organisation (may be different to the contact person listed earlier in this application form).

I certify that: *

☐ to the best of my knowledge the statement made in this application are true and correct

☐ I have read and accepted the 'Community Grants Program Guidelines 2026/2027'

☐ I agree to prepare and complete the project outcome report and return to Council within 4 weeks of the project delivery timeframe for this round.

☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal

☐ I acknowledge that if any member of our organisation lobbies a Councillor or staff member in relation to this grant application, the application is disqualified

At least 5 choices must be selected.

Name of authorised person on behalf of auspiced organisation *

Title First Name Last Name

--	--	--

Position in organisation *

--

Date *

--

Applicant Feedback

26/27 - Application - Events

Form Preview

Before you review your application and make a submission, please take a few moments to provide feedback.

* **[SUBSCRIBE](#) - to keep informed about grants, workshops and events!**

Please indicate how easy the online application process was: *

☐ Very Easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

Do you have any suggestions on how the application process/form could be improved?

Where did you hear about the Community Grants Program? *

☐ Information Flyer ☐ Council's Community Info Share (eNews) ☐ Council's Facebook page ☐ Council's Website ☐ Council Staff ☐ Word of mouth
Other

Did you attend a Gympie Regional Council Grants Information Session?

☐ Yes ☐ No

Did you find the information session helpful?

☐ Yes ☐ No

Do you have any other comments you wish to make about the grants process?

Thank you for your feedback. Please ensure you review your application before you press submit.

After pressing **SUBMIT**, you will receive an email confirming your submission has been made.

If you require further support, please call the Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.