

2026/27 CDF Festivals and Events application form

Form Preview

Introduction

Before Completing this application

1. Please refer to the [CDF Festivals and Events Grants Guidelines 2026/27](#)
2. If you have any queries about this form please contact the Arts Grants and Funding Officer on 9209 6165 or email grants@portphillip.vic.gov.au

Completing the application

- Save regularly to avoid losing your work you can return and work on the application any time prior to submission.
- Navigate the form by clicking **Next Page** or **Previous Page** or using the index list.
- Having trouble answering a question? Look below each question for hints to help you answer the question.
- If submitting multiple applications, consider having general information e.g. description about your organisation in a word document to cut and paste into each application.
- When you submit the application, you will receive a confirmation email with a PDF copy of the submitted application.
- After submission, changes can not be made to the application.
- After submission, you can also return to <https://portphillip.smartygrants.com.au> at to view a copy of the submitted application.

Documentation required to be uploaded in this form:

- A copy of your most recent **annual report or annual/financial statement** submitted to Consumer Affairs
- **Public Liability Insurance** Certificate of Currency (to the value of \$20 million)
- If it is your organisation's first time applying for a City of Port Phillip Community Grant, you will need a copy of your **Rules of Association**

Please upload documents in Section 8 of this form - Support Documentation

Eligibility

* indicates a required field

Eligibility Checklist

Are you a not-for-profit organisation, or an incorporated community group *

☐ Yes ☐ No

Do you have appropriate insurance for this event? *

☐ Yes ☐ No

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Including but not limited to, public liability to the value of \$20 Million, personal volunteer accident insurance, professional indemnity etc

Your organisation has complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for all previous City of Port Phillip Grants *

☐ Yes ☐ No

Does your organisation have an existing funding service agreement with the City of Port Phillip? *

☐ Yes ☐ No

If you have answered yes you must have a local partnership to be eligible for a CDF Projects grant

If yes who are your agreed partners?

Your partner may be a local business, cultural organisation, community group, artist, or group of artists.. You may have more than one partner

Funded events must be based in City of Port Phillip *

☐ Yes ☐ No

If you answered **No** to any of the above eligibility questions please do not proceed with this application. If you have any questions please contact **Arts Grants & Funding Officer on 03 9209 6165 or grants@portphillip.vic.gov.au**

Child Safe Standards

The City of Port Phillip has zero tolerance for child abuse and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip. All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including but not limited to the *Working with Children Act 2005* and the *Working with Children Regulations 2016* and the Victorian Child Safe Standards (CSS) .

All grant applications that work directly with children and young people that are not compliant with the [Victorian Child Safe Standards](#) or be actively working towards compliance to the satisfaction of the Commission for Children and Young People, will not be eligible to receive funding under the Community Grant Program. For more information on the Victorian Child Safe Standards please refer to the above link.

For more information on how CoPP is creating a child safe Port Phillip: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

Will your program or activity work directly with children and young people? *

☐ Yes ☐ No

Does your program or activity comply with the Victorian Child Safe Standards? *

☐ Yes ☐ No

Successful applicants may be required to provide evidence of complying with Victorian Child Safe Standards by completing a declaration and providing copies of Working With Children Checks

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Is your program or activity actively working towards compliance to the satisfaction of the Commission for Children and Young people? *

☐ Yes

☐ No

If you answered **No** to either of the above two questions unfortunately you are ineligible for funding under the CDF - Festivals and Events Grants Program.

If you need clarification or assistance in understanding obligations required for Child Safe Standards, please contact grants@portphillip.vic.gov.au

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Victorian Government Values Statement

Funded groups are required to uphold the Victorian Government values and the Commitment to Social Cohesion, when delivering their funded projects.

Further information can be found online: [VictorianGovernment Values Statement vic.gov.au](https://www.vic.gov.au/victorian-government-values-statement)

Do you agree to uphold the Victorian Government values and the Commitment to Social Cohesion? *

☐ Yes

☐ No

If you answered No to this question, unfortunately you are ineligible for funding under the Community Grants Program.

Applicant Organisation Details

* indicates a required field

Applicant Organisation *

Organisation Name

Primary Address *

Address

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

Postal Address *

Address

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

Organisation Phone Number *

Must be an Australian phone number.

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Primary Website

Must be a URL.

Provide a brief description of your organisation or group? *

What is its key purpose? 100 words or less

Does your organisation comply with the following Australian and Federal legislation? *

☐ Accounting and Auditing Requirements

☐ Privacy, confidentiality and Freedom of Information Laws

☐ Preparation and Dissemination of Annual Reports

☐ Equal Opportunity and Anti-Discrimination Laws

☐ Registration or Accreditation of Professional Employees

☐ Child Safe Standards

☐ Human Rights Laws

You may tick multiple answers. Please tick those that apply.

Contact Details

Please provide contact information for 2 members of your organisation.

Contact Person 1 (applicant or project lead) *

First Name

Last Name

Position held within organisation *

Phone Number *

Email Address *

Contact Person 2. *

First Name

Last Name

Position held within organisation *

Phone Number *

Must be an Australian phone number.

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Email Address *

Must be an email address.

Not-for-profit and Incorporated Organisations

What is your organisation's Australian Corporation Number (ACN)

If applicable to your organisation or group. Must be an ACN listed at <https://abr.business.gov.au/>

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Festival Details

* indicates a required field

Tier

I am applying for: *

- ☐ Tier 1 grant - \$6,000 - \$12,000 (minimum of 250 attendees) ☐ Tier 2 grant - \$12,001 - \$30,000 (minimum of 2,000 overall attendees)

Attendance numbers are indicative only and will be considered alongside the overall cultural, community, place-based and economic outcomes of the event. Events that demonstrate exceptional alignment with Council priorities may be considered outside these attendance thresholds where a clear rationale is provided. Please discuss with a Council Officer by contacting grants@portphillip.vic.gov.au

Multi-Year Funding

Multi-year funding is only available to established festivals and events that have been delivered within the City of Port Phillip for at least three consecutive years.

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Applicants seeking consideration for multi-year funding must also demonstrate:

- a history of high-quality event delivery and effective event management within the City of Port Phillip
- alignment with relevant Council Plan objectives
- organisational capacity to successfully deliver the event over the proposed funding period.

Applicants who do not meet these requirements should select "No" below.

Would you like your event to be considered for multi-year funding? *

☐ Yes ☐ No

If you answer no please move forward to Festival Summary

Event consecutive years

Has this event been delivered within the City of Port Phillip for at least three consecutive years? *

☐ Yes ☐ No

If you answer no, this application is not eligible for consideration of multi-year funding. It will still be assessed for single year funding. Please move forward to Event Summary

Multi-Year Summary

How many consecutive years has this event been delivered in Port Phillip? *

☐ 3 years ☐ 4-6 years ☐ 7+ years

Briefly describe the event's delivery history, track record and capacity to deliver this event over a multi-year funding period *

Word count:

Must be no more than 150 words.

Include previous attendance, community outcomes, partnerships, awards, recognition or other achievements where relevant. Consider staffing, volunteers, governance, partnerships, financial management and event delivery experience.

Festival summary

Festival or Event Title *

Brief description of the festival *

Word count:

Must be no more than 50 words. Please provide a brief project description that if successful we can use it to promote your

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project. Please include: who, what, where, when and why in this description.

Please give an overview of the festival or event *

Festival Event purpose, range of activities to be presented, proposed venue(s) or sites, summary of key team members delivering the festival

How did the idea for this festival or event emerge: *

Funding sought from CDF- Festivals and Events program *

\$

Must be a dollar amount and no more than 25000.
What is the total financial support you are requesting in this application?

Total cost of this project? *

\$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Festival Start Date *

Must be a date and between 1/11/2025 and 30/11/2026.

Festival End Date *

Must be a date and between 1/11/2025 and 30/11/2026.

Estimated Festival Attendance *

Must be a number.

Will the event be free or ticketed or a combination? *

☐ Free

☐ Ticketed

☐ A combination of free and ticketed

Ticketing

What are the ticketing options

☐ pay what you can

☐ tickets from \$1 - \$20

☐ Other:

☐ discounted tickets for audiences with low income

☐ tickets from \$21 - \$40

If you have chosen 'other' please describe the ticketing type and amount:

Festival location

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Festival location *

enter the name of the festival site or venue. Please include all sites if the venue is taking place in multiple locations

Where will the proposed event take place? *

- | | | |
|--|--|--------------------------------------|
| ☐ Middle Park | ☐ Port Melbourne | ☐ Ripponlea |
| ☐ East St Kilda / Balaclava | ☐ South Melbourne | ☐ Albert Park |
| ☐ Elwood | ☐ St Kilda | |

You may choose more than one if applicable

Will the event take place in: *

- ☐ council venue ☐ public space ☐ both

What is the name of the council venue / public space

Will this event take place in an: *

- ☐ outdoor ☐ indoor ☐ a combination

Is your event part of a larger festival or event? *

- ☐ Yes ☐ No

If yes, what is the name of the Festival

Please list your key partners (where applicable) and describe their contribution:

Word count:

Must be no more than 150 words.

Participation

What are the age groups of your target participants / audience groups? *

- | | | |
|--|---|--|
| ☐ Children and Youth (0 - 17) | ☐ Middle-Aged Adults (18 - 49) | ☐ Seniors (65+) |
| ☐ Young Adults (12 - 25) | ☐ Older Adults (50 - 64) | ☐ All or Mixed Age Groups |
- Select as many as apply.

Which communities are likely to participate in or benefit from this event: *

- | | | |
|---|--|---|
| ☐ Older people | ☐ People from multicultural backgrounds | ☐ People at risk of or experiencing homelessness |
| ☐ People who identify as LGBTIQ+ | ☐ First Peoples | ☐ Other: <input type="text"/> |
| ☐ People with a disability | | |
- Select as many as apply.

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* This question must be answered for your application to be processed.

How will you ensure your event is accessible, inclusive and culturally safe for participants, audiences and artists? *

Word count:

Must be no more than 150 words.

Consider accessibility, affordability, cultural safety, disability inclusion, language accessibility, First Peoples participation, LGBTIQ+ inclusion and any other relevant access measures. Not all measures will be relevant to every event.

Grant Program Objectives and criteria

Please nominate at least one objective that your event or festival aligns with:

Objective 1

☐ Support vibrant festivals and events that contribute to the cultural life, identity and creative profile of Port Phillip.

Describe how your event / festival aligns with objective 1:

Word count:

Must be no more than 300 words.

Consider the cultural, artistic or creative aspects of your event. How does it contribute to the cultural life, identity or creativity of Port Phillip? If applicable, describe any involvement of First Peoples artists, communities, stories, cultural knowledge or leadership.

Objective 2

☐ Support participation, inclusion and community connection through festivals and events.

Describe how your event / festival aligns with objective 2:

Word count:

Must be no more than 300 words.

Describe how your event will create opportunities for participation, accessibility, inclusion and belonging. Consider accessibility, cultural safety, affordability, community participation and how you will engage people who may experience barriers to participation

Objective 3

☐ Support capacity building, partnerships, collaboration and sustainable event development.

Describe how your event / festival aligns with objective 3:

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Word count:

Must be no more than 300 words.

Consider partnerships, mentoring, skills development, artist development, community collaboration and audience development. Describe any benefits that may continue beyond the delivery of the event.

Objective 4

☐ Support festivals and events that activate places, attract audiences and contribute to vibrant neighbourhoods, precincts and local economic activity.

Describe how your event / festival aligns with objective 4:

Word count:

Must be no more than 300 words.

Describe how the event will attract audiences, activate local places and precincts, support local businesses, activate neighbourhoods and precincts, or contribute to Port Phillip as a destination.

Planning and Management

* indicates a required field

Project Planning

How will the project be planned, managed and implemented? *

Word count:

Must be no more than 200 words.

e.g. will you set up a committee, recruit volunteers

Briefly describe your organisations experience in running similar projects / activities: *

Word count:

Must be no more than 150 words.

Examples of previous projects or events can be uploaded in Support Documentation section of the application

What measures have been planned towards supporting environmental sustainability at your event? *

Will this event create any ongoing benefits beyond the delivery of the event? *

Word count:

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Must be no more than 150 words.
Examples may include partnerships, skills development, volunteer development, audience development, community relationships, cultural outcomes or future opportunities created by the event.

How will you promote your event? How will you acknowledge City of Port Phillip? *

Project dates and stages

Please outline the top three milestones of the event.

Milestone 1 Name *

Example: Planning, Research, Consultation

Milestone 1 Description *

Brief overview no more than 50 words.

Milestone 1 Expected Completion Date *

Must be a date and between 1/11/2025 and 30/11/2026.

Milestone 2 Name *

Example: Major Activities

Milestone 2 Description *

Brief overview no more than 50 words.

Milestone 2 Expected Completion Date *

Must be a date and between 1/11/2025 and 30/11/2026.

Milestone 3 Name *

Example: Evaluation / acquittal report

Milestone 3 Description *

Brief overview no more than 50 words.

Milestone 3 Expected Completion Date *

Must be a date and between 1/11/2025 and 30/11/2026.

Expanded Project Plan and Timeline

Attach a file:

Please attach project plan

Project Budget

* indicates a required field

Grant Request

Your project income budget will include details of all proposed project income and expenditure.

Income items may include:

- CDF-Festivals and Events,
- Other Local, State or Federal grants
- private/corporate sponsorship
- Philanthropic funding
- Business sponsorship
- Cash, in-kind contribution, value of materials

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- Organisation contribution (cash or in-kind)
- Box office (with details on how figure was estimated), merchandise, membership, entry fees
- Donations
- other fundraising

If listing other grants as income, please note whether they are confirmed or unconfirmed at the time of your application to this fund

Expenditure Items may include

- Development costs, production, equipment hire costs, technical needs, materials, art materials, venue hire
- Promotions, publicity, advertising, printing, graphic design, programs, posters
- Office costs, admin, public liability insurance for the period of the event
- Artist / performers / presenters fees and other on costs (this may include superannuation and workcover where appropriate)

Please check that the expenditure total = the income total

Applicants should specify which items of expenditure City of Port Phillip grant money will be used for.

There are many resources that can help you with writing a budget including Our Community [Website](#)

What is the minimum income required for the project's viability? *

\$
Must be a dollar amount.

If your organisation is offered funding less than the amount you have requested would you be able to proceed with your project? *

☐ Yes ☐ No

If yes, please discuss any areas where program costs and/or outcomes may vary.

Must be no more than 100 words.
If No please advise not applicable.

Please provide details of other funding sought:

If applicable. Please note whether other grants included in your budget are confirmed or unconfirmed at time of this application

Additional Supplementary Budget information

Attach a file:

In-kind contributions: What is your organisation's contribution to this project? *

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Must be no more than 100 words.

In-kind contribution is the 'non cash' contribution made by the applicant that can be allocated a financial value, e.g. a venue, transportation etc. In kind contributions are to be listed in the income and expenditure budgets.

Project Income

Please list all income, including grant request sought from City of Port Phillip, other grants, in-kind contributions, and any other income sources allocated towards this project/program.

Income	\$
	\$
	\$
	\$
Please indicate if any other income is confirmed (C) or not confirmed (NC)	Must be a dollar amount.

Expenditure - City of Port Phillip Grant request amount only

Please list only the items and amounts you intend to spend **City of Port Phillip grant funding on**. Other project expenditure to be provided in the next section

- If successful this table may be included in your grant agreement.
- Please provide a clear breakdown of items:

Expenditure	\$
	\$
	\$
	\$
	Must be a dollar amount.

Expenditure - Other Funding

Please outline **other project costs** that will be incurred but you will **not** spend City of Port Phillip grant funding on

Expenditure	\$
	\$
	\$
	\$

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Budget Totals

The below totals are calculated from figures you have entered above.

Income - Expenditure = Balance

- The balance must equal 0 or you will not be able to submit. If your balances are not 0 please check your figures.

Income

Total Income

\$

This number/amount is calculated.

Expenditure

Total Expenditure

\$

This number/amount is calculated.

Balance

Balance

\$

This number/amount is calculated.

Previous Funding

Has this project received City of Port Phillip Festivals and Events funding in the past three years? *

☐ Yes

☐ No

If yes, which previous rounds did the project/program receive funding in?

☐ 2024/2025

☐ 2023/2024

☐ 2022/2023

How much funding did the project/program receive in total over the 3 grant rounds outlined above?

\$

Must be a dollar amount.

Have you received previous funding through

☐ Cultural Development Fund ☐ Love My Place

☐ Other

- Projects

☐ Community Grants

☐ Quick Response grants

How much was this grant?

\$

Must be a dollar amount.

Have you submitted an acquittal report for your previously funded project

☐ Yes

☐ No

If you have answered no to the previous question, what is the reason?

A copy of an acquittal report or project progress report can be uploaded in the support material section (Section 8)

Support Documentation

* indicates a required field

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Documents and links

Please upload the following information relating to your organisation:

Most recent annual report or annual statement/ financial statement submitted to Consumer Affairs *

Attach a file:

Public liability insurance certificate (to the value of \$20 Million) *

Attach a file:

Any other relevant insurance such as volunteer insurance, professional indemnity etc.

Attach a file:

Rules of Association (required if applying for the first time)

Attach a file:

Confirmation of commitment from supporting venue/s.

Attach a file:

Letters of support from both relevant businesses providing in-kind or financial support; and community groups or other partners involved in your event.

Attach a file:

Letter of confirmation from key partners

Attach a file:

A risk management plan; including a matrix identifying risks and measures to minimise risks (the detail provided with this will depend on the size of the event you are planning)

Attach a file:

Resume highlights of creative personnel /key

Attach a file:

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event organisers (only include information relevant to the project)

Some key examples of previous project promotional material, reviews, articles

Attach a file:

Quotes for services

Attach a file:

Working with children documentation if required:

Attach a file:

Any other documentation supporting the application

Attach a file:

Links to other sites as support material

Applicants may submit links to the following as application support material: **vimeo, Facebook or you tube.**

Please ensure that these links do not require passwords for access and please limit the file size where possible to make them easily downloadable.

Add link 1

Must be a URL.

Add link 2

Must be a URL.

Add link 3

Must be a URL.

Declaration

*** indicates a required field**

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge and that the application has been submitted

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with the full knowledge and agreement of the management/committee of the applicant organisation.

I have read the CDF- Festivals and Events Guidelines 2026/27 and understand the information contained within it forms part of the conditions of payment if this application is successful.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

Declaration of Contact Person *

Title	First Name	Last Name

Do you agree with the above statement *

☐ I agree

The personal information requested on this form is being collected by the council for the CDF - Festivals an Events Program. The personal information will be used solely by the council for that primary purpose or directly related purposes. If this information is not collected the CDF - Festivals an Events application will not be considered eligible, and therefore will not be considered during the assessment process. The applicant understands that the personal information provided is for the verification of CDF - Festivals an Events application and correspondence purposes and that they may apply to the council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Information Privacy Officer.

Applicant Feedback

* indicates a required field

How did you hear about the CDF - Festivals an Events Program: *

- | | |
|--|--|
| ☐ Council website | ☐ Other industry e-news |
| ☐ Social media | ☐ Email networks |
| ☐ City of Port Phillip
Diversity | ☐ Word of mouth |
| ☐ City of Port Phillip
Community Sector e news | ☐ Other |

Did you attend a City of Port Phillip Grant Information Session and/ or Grant Writing Workshop? *

- ☐ Grant Information Session
☐ Grant Writing Workshop
☐ Did not attend

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Are the CDF Festivals and Events Guidelines easy to understand? *

☐ Yes ☐ No

Is the application form easy to use? *

☐ Yes ☐ No

Any other comments or feedback? *

Must be no more than 50 words.

Community Organisation Training and Development Requirements

Which of the following training areas would be of benefit to your organisation?

Funding / Finances

- | | | |
|---|--|--|
| ☐ Sources of Funding | ☐ Fundraising and Sponsorship | ☐ Managing Finances & Budgets |
| ☐ Grant Writing- Beginner | ☐ Crowdfunding | ☐ Other: <div></div> |
| ☐ Grant Writing - Advanced | | |

Staff / Volunteers

- | | | |
|--|--|---|
| ☐ National Standards | ☐ Managing Volunteers and the Law | ☐ De-escalation/ Conflict Training |
| ☐ Volunteer Management and Policies | ☐ Engaging Young People | ☐ First Aid Training |
| ☐ Volunteer Recruitment and Retention | ☐ Managing Staff | ☐ Other: <div></div> |

Communications / Social Media

- | | | |
|--|---|---|
| ☐ Social Media | ☐ How to work with media | ☐ Other: <div></div> |
| ☐ Marketing and Promotion | | |

Management / Governance

- | | | |
|--|---|--|
| ☐ Creating an Incorporated Organisation | ☐ Financial Management for Small Organisations | ☐ Managing Mental Health in the Workplace |
| ☐ Governing a Community Organisation | ☐ Strategic Planning | ☐ Safety, Risk and Insurance |

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- Project Evaluation

□ How to Write Minutes