

2026-27 R1 Festival & Events Grants

Form Preview

Eligibility and Contact Details

* indicates a required field

1. Applicants: please note

IMPORTANT: Please view the [Guidelines for Festivals & Events Grants](#) before proceeding to ensure your application will be accepted.

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Have you read the Guidelines for the Festivals and Events Grants 2025-26? *

☐ Yes ☐ No

2. Privacy - Council's use of personal information

Please note that the City of West Torrens is a public authority which is bound by the Local Government Act 1999, and other relevant legislation, to retain information and to make certain information publicly available. In some instances this will require Council to publish personal information such as names and addresses of those whose information it holds. If you have any questions regarding the use of your personal information please contact us on (08) 8416 6333.

3. Applicant Details

Are you applying on behalf of an organisation or as an individual?

☐ Organisation - please complete section 4 ☐ Individual - please move to section 5 and move to section 6

4. Organisation Contact Details

Organisation Name

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 ABR, ACNC or ATO.

Organisation primary (physical) address

Address

Suburb State Postcode

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If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

Address

Suburb State Postcode

Organisation website

If available. Must be a URL

Primary contact person

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number

Back-up phone number

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

5. Individual Details

Title First Name Last Name

Individual Primary Address

Address

Address line 2

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Address

Suburb / Town

State

☐ SA ☐ VIC ☐ NSW ☐ QLD ☐ TAS ☐ NT ☐ ACT ☐ WA

Postcode

Must be a number.

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

Organisation Details

* indicates a required field

Describe why your organisation exists, what does it aim to achieve and how? *

Word count:

Must be no more than 100 words.

Does your organisation have an ABN? *

☐ Yes - complete section 6 ☐ No - complete section 7

6. ABN

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

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Entity Name
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

7. No ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?

☐ Yes ☐ No

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC)?

☐ Yes ☐ No

What is your incorporation number? *

Incorporated Association or Australian Corporation Number

8. Please provide the following organisation details:

What type of not-for-profit organisation are you? *

- | | |
|--|--|
| ☐ Educational institution (includes pre-schools, schools, universities & higher education providers) | ☐ Healthcare not-for-profit |
| ☐ Religious or faith-based institution | ☐ Community group |
| ☐ Philanthropic organisation | ☐ Political party / lobby group |
| ☐ Peak body | ☐ Research body |
| ☐ Social enterprise | ☐ General not-for-profit (i.e. none of the sub-types listed above) |
| ☐ International NGO | ☐ Other: |
| | <input type="text"/> |
| ☐ Professional association | |

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Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☐ Less than \$50,000
- ☐ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/revenue>

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☐ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

- ☐ Indigenous corporation, association or cooperative

If your organisation is unincorporated it must have an auspice organisation

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant?

- ☐ Yes - please complete section 9
- ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.

9. Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's primary (physical) address *

Address

Suburb State Postcode

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Auspicing organisation's postal address (if different to above)

Address

Suburb State Postcode

Auspicing organisation's website

Primary contact person at auspicing organisation *

Title First Name Last Name

Position held in organisation

Contact person's primary phone number *

Contact person's back-up phone number

Contact person's email address *

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. manager, CEO, Board Chair) and must include, name, position, signature and date.

ABN of auspicing organisation

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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN

What type of not-for-profit organisation are you?

- | | |
|---|--|
| ☐ Educational institution (includes pre-schools, schools, universities and higher education providers) | ☐ Healthcare not-for-profit |
| ☐ Religious or faith-based institution | ☐ Community group |
| ☐ Philanthropic organisation | ☐ Political party / lobby group |
| ☐ Peak body | ☐ Research body |
| ☐ Social enterprise | ☐ General not-for-profit (i.e. none the sub-types listed above) |
| ☐ International NGO | ☐ Other: <input type="text"/> |
| ☐ Professional Association | |

What is your organisation's annual revenue?

- | | |
|---|--|
| ☐ Less than \$50,000 | ☐ \$1 million or more, but less than \$10 million |
| ☐ \$50,000 or more, but less than \$250,000 | ☐ \$10 million or more, but less than \$100 million |
| ☐ \$250,000 or more, but less than \$1 million | ☐ \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/revenue>

Partner Organisation Funding

Will the event be carried out in partnership with other relevant organisations? *

- ☐ Yes
- ☐ No. Please move to Project Details Section

Has your partner organisation applied for a grant from West Torrens Council in the past financial year?

- ☐ Yes
- ☐ No

What is the amount to be funded by your partner organisation for this event (if applicable)?

\$

Must be a dollar amount.

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Festival or Event Details

* indicates a required field

Event title *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Commence date *

Must be a date.

End Date *

Must be a date.

Event location and/or venue: *

10. Cost and funding

How many people are you expecting to attend this event? *

- ☐ 50 to 500 attendees: eligible for up to \$2,500 in funding, with quotes required for expenses up to \$5,000
- ☐ 500 to 1,000 attendees: eligible for up to \$5,000 in funding, with quotes required for costs ranging from \$5,000 and \$30,000
- ☐ More than 1,000 attendees: up to \$7,500 in funding, with quotes required for costs exceeding \$30,000

What is the total cost of the proposed event? *

Must be a dollar amount.

Total amount requested from Council *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

What is the amount to be funded by your organisation/s? *

Must be a dollar amount.

Have you or your auspice or partner organisation applied for any funding from State Government or any other funding body for this event?

- ☐ No - please proceed to section 11
- ☐ Yes - please complete the following questions

Name or type of grant

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Organisation or Government Department providing the grant

Amount requested or received.

Must be a dollar amount.

Date received or expecting the outcome of application

Must be a date.

11. Previous Grants received from West Torrens Council

If applicable, please list all grants you or your organisation or/and your auspice organisation received from the City of West Torrens in the past three years.

Amount	Date received	Type of Grant

12. Festival and/or Event Details

If successful with this application, how will the grant funding be spent? *

Word count:

Must be no more than 150 words.

Please attach respective quotes at the end.

Please attach respective and current quotes. *

Attach a file:

Which of the following strategic priorities, as outlined in the City of West Torrens Community Plan 2034, does your festival or event align with? *

- ☐ Community Life
- ☐ Built Environment
- ☐ Prosperity
- ☐ Environment and Sustainability
- ☐ Organisational Strength

Please refer to the City of West Torrens Community Plan 2034 available online: <https://www.westtorrens.sa.gov.au/Council/Plans-and-Reports/Community-Plan>

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How does the event demonstrate inclusion? Is there evidence and/or a clear reason for why it has been developed? *

Word count:

Must be no more than 150 words.

Who are the groups you are targeting for this event? And how will you do this? *

Word count:

Must be no more than 150 words.

What is the estimated number of attendees expected at your event? *

Is this event held annually? If yes, please provide the number of attendees for each of the past three years.

Do you have a Risk Management Plan for the festival or event? *

- ☐ Yes
☐ No
☐ Other:

Please attach the Risk Management Plan.

Attach a file:

Do you have a current certificate of currency for your public liability insurance? *

- ☐ Yes
☐ No
☐ Other:

Please attach your current certificate of currency for your public liability insurance

Attach a file:

13. Publicity and Promotion

How will you promote this festival or event? *

- ☐ Signage ☐ Email distribution ☐ Network Meetings

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- ☐ Official Launch
☐ Newsletters

- ☐ Flyers
☐ Letterbox Drop

- ☐ Social Media
☐ Other:

Please attach marketing material.

Attach a file:

14. Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

Attach a file:

Maximum 25mb, recommended size no bigger than 5mb

Certification

* indicates a required field

15. Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the [Guidelines for City of West Torrens Festival and Events Grants](#) and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

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Contact Email *

Must be an email address.

Date *

Must be a date