

# Regional Community Event Application Form 2026/2027

## Form Preview

### Eligibility

\* indicates a required field

**Program**

This field is read only.

**Application ID**

This field is read only.

The Community Events Fund supports community organisations to deliver one-off, small-scale local events and larger-scale regional events for our community and visitors.

You must confirm that you meet the eligibility criteria outlined in the [Community Grants Policy](#) and [Community Events Fund guidelines](#), found on our website. Council only assesses eligible applications.

If you are unsure about your eligibility, please contact us. Council's Community Grants team is available on 07 3412 4033 or email [grants@logan.qld.gov.au](mailto:grants@logan.qld.gov.au).

**I have read the Community Grants Policy and Community Event Fund Guidelines and I am eligible for this grant: \***

Yes

No

Please contact us

Your response indicates that you are ineligible for the Community Events Fund. Please contact Council's Community Grants team if you have any questions regarding your eligibility.

- Phone: 07 3412 4033
- Email: [grants@logan.qld.gov.au](mailto:grants@logan.qld.gov.au)

### Organisation details

\* indicates a required field

**Organisation name: \***

Organisation Name

You must use your organisation's full name. Make sure that you provide the same name that is listed in official documentation such as your ABN and insurance.

**Primary contact person: \***

First Name

Last Name

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This is the person we will communicate with about this application.

**Position held in organisation: \***

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

**Organisation address: \***

This address will be used to confirm that you do not have any outstanding debts with Logan City Council. If your organisation does not have a business address (e.g. you operate from a residential home), please add this detail.

**Email address: \***

This is the email we will use to communicate with you about this application.

**Phone number: \***

Must be an Australian phone number.

**Organisation website:**

Must be a URL.

**Do you have a bank account in your organisation's name? \***

Yes  No

Note: We cannot transfer funds to an individual's bank account.

**What type of eligible organisation are you? \***

- Not-for-profit organisation
- Primary or secondary school
- Parents & Citizens Association
- Neighbourhood Watch group
- Social enterprise

**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

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Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Confirmation of not-for-profit status: \*

Attach a file:

Please attach proof of your organisation's not-for-profit status. This must be a recognised document such as a Certificate of Incorporation or the not-for-profit clause highlighted in your organisation's constitution.

### Social enterprises are organisations that:

- are driven by a public or community cause, be it social, environmental, cultural or economic
- derive most of their income from trade, not donations or grants
- use the majority (at least 50%) of their profits to work towards their social mission.

### Eligibility Information

To be eligible for this grant your social enterprise must be able to demonstrate that:

1. Your business is driven by a social purpose
2. The majority of your income is generated from the enterprise (as opposed to grants or philanthropy)
3. The majority of profits are reinvested into the enterprise to meet the social purpose.

### What is the social purpose of your enterprise? \*

### Attach evidence that supports your social purpose: \*

Attach a file:

This may include a business plan (with a clear mission statement and reinvestment commitment) or social enterprise certification.

### Is more than 50% of your income generated by the enterprise? \*

Yes  No

### Are more than 50% of your profits reinvested into the enterprise? \*

Yes  No

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### Assessment criteria responses

\* indicates a required field

#### Event snapshot

**Event name: \***

Must be no more than 250 characters.

**Start Date: \***

We cannot fund events held before grant outcomes are advised.

**End Date: \***

We cannot fund events held before grant outcomes are advised.

**Event start and finish time: \***

**Event location (venue/address): \***

Address

We cannot fund events held outside of Logan or on residential properties.

**Event description: \***

Provide a brief overview of your event, its purpose and what attendees can expect.

**Event website:**

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### Event approvals

As an event organiser, it is your responsibility to hold and maintain all permits, licences and approvals required by law or regulation for your event. Depending on your event, this may include (but is not limited to):

- **[Parks booking approval](#)** - This is required if your event is held on Council parkland. There may be fees involved. If you are unsure if you are using Council parkland, follow this link to find out more and contact Councils Parks team
- **[Events licence](#)** - This is generally required if you will have more than 2,000 people at your event but exceptions may apply. There may be fees involved. If you're unsure if this licence is required, follow this link to find out more and contact Councils Environmental Health team
- **[Other Council approvals](#)** - You may need to consider traffic management and food licensing, among other approvals
- **[State Government approvals](#)** - You may need to consider approvals required by the State Government

If you're unsure what licences, permits or approvals apply, we recommend you contact the relevant area to discuss your event by clicking on the above links.

**Do you agree to hold and maintain all permits, licences and approvals required by law or regulation for your event? \***

Yes  No

### Event insurance

If your application is successful, you will be required to hold and maintain appropriate insurance for the funded event. This includes:

- Public liability insurance of at least \$20 million (showing valid coverage for your project dates in the name of the applicant organisation)
- Appropriate workplace health and safety policies
- Any other insurance required by law and regulation for the event

If Council specifies additional types of insurance or higher coverage limits for a particular activity, those requirements must be met to remain eligible for funding.

**Does your organisation have a minimum of \$20 million public liability insurance for your event? \***

Yes  No

Public liability insurance must be in the name of the applicant organisation.

**Upload a copy of your Certificate of Currency: \***

Attach a file:

**Do you agree to take out appropriate insurance for your event if your application is successful? \***

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Yes

No

### Acknowledgement of Council funding

If your application is successful, you will be required to acknowledge Councils funding support in line with Councils [Acknowledgement Guidelines](#) and the requirements outlined in a funding agreement. This includes:

- displaying Councils logo on all promotional materials (e.g. flyers, websites, social media)
- acknowledging Councils support in public communications (e.g. media releases, event speeches)
- inviting the Mayor and relevant divisional Councillors to attend and participate in the event, where possible

#### **Please confirm that you understand and commit to Council's acknowledgement requirements: \***

Yes

If you are unable to acknowledge commitment, you cannot progress further in the application.

#### **If you have already prepared any flyers or marketing material for your event, attach here:**

Attach a file:

### Assessment criteria 1: Community benefit and purpose

#### **Why is this event relevant or needed in Logan, and how will it benefit the community? You must include:**

- **how the event supports the purpose of the grant**
- **who the event is for and how they will benefit from it**

\*

#### **How will you measure the success of your event? \***

Examples include surveys, interviews, word of mouth, attendance data, media, etc.

### Assessment criteria 2: Capacity to deliver the event

#### **Is this the first time this event has been held? \***

Yes

No

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**Please provide details and summarise the success of previous events. If you have received Council funding for this event before, please provide details: \***

**How many attendees do you expect?**

If your event is being held over more than one day, provide the total number of expected attendees for the entire duration. This information may be shared with other departments in Council to determine any applicable fees. It is important that you estimate numbers as accurately as possible.

\*

Must be a number.

**Explain how these numbers have been calculated and how you will record attendance numbers on the day (e.g. tickets, registrations): \***

**Is there a cost to attend or participate? \***

- No, the event is free  
 Yes

**How much will it cost to attend or participate? Will it be ticketed?**

**How will you promote your event? \***

Include your event social media accounts and websites, if applicable

**How do you intend to attract visitors and the broader Logan community to your event? \***

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### Upload a copy of your event management plan: \*

Attach a file:

This should provide an overview of how the day will run and demonstrate to the panel that you have the capacity to successfully deliver the event. You must include a run sheet, site map, plan to manage emergencies, bins and waste, security and traffic, etc.

## Assessment criteria 3: Budget and value for money

### Event income

List all income contributing to your event. You should include the funding you are requesting from Council in this application. Other income may include your organisation's contribution to the event, ticket sales, exhibitor or stall holder revenue.

Income and revenue item	Amount (\$)

### Event expenses

List all expenses involved with your event and include which eligible expenses you would like funded by Council.

Expenditure item description	Amount (\$)	Amount requested from Council for this item (\$)	Attach quote for requested item

### Event budget

**Total event income:**

This amount is calculated based on the above table.

**Total event cost:**

This amount is calculated based on the above table.

**Total profit/loss for event:**

This amount is calculated based on the above table.

### Requested funds

**Total grant funding requested from Council?**

\$

This amount is calculated based on the above table. Applicants can request funding between \$5,000 and \$10,000 for a Regional Community Event.

**Total event expenses requested from Council (%):**

This amount is calculated based on the above table. Council cannot fund applications requesting more than 60% of the total event costs.

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**Are you working with any Logan-based businesses or suppliers? \***

Yes

Some

No

**If you are not working with any Logan-based businesses or suppliers, please explain why (e.g. a service is not available from a local provider): \***

**Please detail who you are working with to deliver the event (e.g. food vendors, MCs, performers, hire companies): \***

**If you do not receive the full amount requested, how will you cover the remaining costs? Will the event still go ahead? \***

**How will your event increase the reputation or raise the profile of the City of Logan? \***

**How is your organisation working towards creating a sustainable event? \***

Please contact us

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### Certification

\* indicates a required field

#### Declaration

An authorised person must complete the below section, such as a President, Director or CEO of your organisation. This may be a different person to the application's primary contact.

**By signing this application on behalf of my organisation: \***

- I understand if my organisation is approved for this funding, we will be bound by the contents of this application to carry out the event as described, and the application will inform the Funding Agreement with Logan City Council
- I understand that my organisation must hold and maintain appropriate insurance for the funded activity (this includes a minimum of \$20 million public liability insurance) and appropriate workplace health and safety policies, where required
- I understand that my organisation must hold and maintain all permits, licences, and approvals required by law or regulation for the funded activity
- I understand that if my organisation is approved for this funding, we will be required to accept the terms and conditions of the Funding Agreement, along with any additional conditions. I understand that funding cannot be provided without an executed agreement
- I understand that Logan City Council reserves the right to publish successful applicant details

At least 5 choices must be selected.

#### Authorisation

I declare the information given is true and correct, and I am authorised to submit this application and make this declaration on behalf of my organisation.

**Name of authorised person: \***

First Name

Last Name

**Position held in organisation: \***

**Date confirmed: \***

#### Privacy collection notice

**Purpose:**

Your personal information and your organisation's information is being collected by Logan City Council (**Council**) for the purposes of assessing your grant application, in line with the requirements outlined in the *Local Government Act 2009 (Qld)* and the *Information Privacy Act 2009 (Qld)*. If we do not collect this information, we are unable to process your

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application. This information may be accessed by employees and/or councillors of Council for Council business only. Some of this information may be given to State Government agencies for grant acquittals or audits; organisations and individuals preparing Council publications; audit firms; debt recovery agencies; and to the public for the purposes of reporting on grant usage, public notification of grant information and public promotion of grants available from Council. Your personal information and your organisation's information may be released by Council to other parties, including law enforcement bodies, if we are required or authorised by law to do so. For further information on how to access or amend your personal information that is held by Council, or if you believe Council has not acted in a way that is compliant with its obligations under the *Information Privacy Act 2009 (Qld)*, please visit [Privacy | Logan City Council](#).

Council uses the online grants administration system, SmartyGrants, to collect information regarding your grant application. SmartyGrants is not owned by Logan City Council. Users must be aware of the site's [terms and privacy conditions](#) prior to use.

You understand that where Council may publish the above information online, such as on the Council website, that your personal information and your organisation's information may be transferred overseas; and you consent to this use of your information and your organisation's information. You understand that this is a requirement under section 189 of the *Local Government Regulation 2012*.

### **Informed consent:**

I acknowledge that Council may use my personal information to send me marketing material, electronic communications and eNewsletters, and I consent to this use of my information. I understand that by selecting 'yes' below, I agree to opt in and will continue to receive material until I opt out by sending a request to the Community Grants team at [grants@logan.qld.gov.au](mailto:grants@logan.qld.gov.au).

\*

- Yes, I agree
- No, I do not agree

### **Next steps**

Please note online applications are not completed until you click **SUBMIT**. Once submitted, you will receive a confirmation email with a copy of your application. We will send this to the email address you logged into SmartyGrants with. If you do not receive an email after pressing submit, your application has not been successfully submitted.

Please refer to the 'How to apply' section in the [Community Events Fund Guidelines](#) for more details regarding the next steps.