

# Special Events Grants Program



As part of Council's commitment to provide a safe, active, vibrant and inclusive community, Council's special events grant program allows for funding namely Australia Day and ANZAC Day Commemorations.

## Information about program support

The decision of Council on funding applications is final.

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to events or activities to which the grant applies. Download the Acknowledging Funding Support Guidelines [here](#).

Financial support from the program may require compliance with specific conditions prior to your event taking place (please refer to the conditions on the Funding Agreement).

The Special Events Grant amount available is up to \$1,000 per event.

Applications for Financial Assistance above the maximum Special Events Grant amount of \$1,000 and up to \$5,000 must be made under the Community Grants Program. The Community Grants Program rounds end the last Friday of June, October or February.

## Who can apply?

- Bundaberg Regional Council based not-for-profit groups/organisations.
- The majority of members residing in the Bundaberg Regional Council area.

## Who can't apply?

- Groups/organisations who have not satisfactorily acquitted a previous Council grant.
- Political and for-profit groups.
- Schools and Universities.

## What can't be funded?

- Retrospective funding.
- Commercial activities.
- Projects that do not involve the Bundaberg Regional Council community.
- Projects that duplicate existing programs and events for the same communities.

P. 1 of 2

## Assessment criteria

Applications must demonstrate:

- The benefit to the people of the Bundaberg Region.
- A balanced, realistic and complete budget.

## Lodging your application

- All applications must be lodged online via Smarty Grants.
- Council allows organisations to make applications for additional events via other funding programs where applicable. Multiple applications for the same event are not allowed (excluding RADF).
- Applications for the special events grant program are open via two rounds as follows:

### Round 1:

Opens 1 October 2025

Closes 4 pm 20 December 2025

### Round 2:

Opens 1 January 2026

Closes 4 pm 20 March 2026

- As the level of assistance available is limited by Council's budget and its priorities, no applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.
- The following documents will be required to be submitted with your application:
  - Public Liability Insurance
  - Certificate of Incorporation or Certificate of Registered Charity
  - Statement of Supplier Form (if your organisation does not have an ABN)
  - Quotes (no quotes required for consumable items)

## How and when will you be notified?

Applications are assessed and weighted on the applicant meeting the criteria as outlined in the guidelines. Final approval is provided by the delegated Council Manager.

### Successful applicants

You will receive an approval letter and funding agreement within twenty-one working days after the end of the round. Any specific conditions that may have been attached to your grant will be included in the funding agreement.

### Unsuccessful applicants

Failure to receive funding is not necessarily due to a poor application, but may be the result of the demand for Council funds. For feedback on your grant application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting your application to another grants program.

## Acquittal

- Applicants have six weeks from completion of the event to acquit the grant.
- Recipients of the Special Events Grant are required to show evidence of Council acknowledgement and expenditure upon the completion of the event. (i.e. copy of receipts, marketing/promotional material, etc.)

## Contacting Council

Requests for further information should be directed to Bundaberg Regional Council's Events Team at [events.admin@bundaberg.qld.gov.au](mailto:events.admin@bundaberg.qld.gov.au) or on 1300 883 699.

