

Seniors Festival 2026 Application

Form Preview

Welcome

* indicates a required field

Bass Coast Shire Council is delighted that you would like your event/s to be considered for the Bass Coast Seniors Festival 2026 which takes place from Wednesday, 1 October to Friday, 31 October 2026. This application outlines the support that Bass Coast Shire Council will provide, with the understanding that your organisation will:

- plan and organise the event
- cover your event financial costs
- take bookings and enquiries for the event/s
- ensure that the event/s and venue is risk assessed
- have an emergency management plan in place
- promote your event/s
- provide updates to Bass Coast Shire Council as required

Bass Coast Shire Council will:

- promote your event/s
- attend your event/s where possible
- provide you with up to \$250 micro-grant to support your event (if applicable)

For advice or assistance please contact Council's Access and Equity Officer, Harriet Nunan, via email harriet.nunan@basscoast.vic.gov.au or telephone: 5671 2211.

As you fill out this application form, it is highly recommended that you click the '**save progress**' button every 10 minutes or you may lose your work.

Does your group/organisation have a debt with Council? *

☐ Yes ☐ No

Council debts include unpaid rates, garbage charges, enforcement fines, unacquitted grants from any department within Council. If unsure, it is your responsibility to follow it up.

Tell us about your group / organisation

* indicates a required field

Applicant details

Group/Organisation name *

Contact name *

First Name

Last Name

We will contact this person for all communication regarding this application

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Position in the organisation *

Eg President, Secretary, Grants Officer

Group/Organisation email address *

We will use this email address for all communication about your application

Telephone number *

Must be an Australian phone number.

Organisation's primary address *

Address

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

Please provide a short description of your group, who you are and what you do. *

(50 words)

Are you a legally incorporated Not for Profit community group or organisation? *

☐ Yes

☐ No

What is the legal structure of your group/organisation?

Other:

Tell us about your event

* indicates a required field

Event Details

Event title *

Must be no more than 10 words.

Date of event *

Must be a date and between 1/10/2026 and 31/10/2026.

Start time *

Please use time format eg 9.00am

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Finish time *

Please use time format eg 5.00pm

Location of event *

Address

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

Please provide a short description of the event / what attendees can expect: *

Word count:

Must be between 10 and 50 words.

Are bookings required? *

☐ Yes

☐ No

Name of person to contact for bookings

Phone number for bookings

Must be an Australian phone number.

Email for bookings

Website for bookings

Is there a cost per person to attend or is the event free? *

Please advise cost to participant

Is catering provided? *

☐ Yes

☐ No

Is your event/venue wheelchair/mobility friendly? *

☐ Yes

☐ No

What are you applying for?

*

☐ I am wishing to apply for the \$250 micro-grant funding and to be featured in the 2025 Seniors Festival in Bass Coast promotional pieces

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No more than 1 choice may be selected.
Please read the grant guidelines to ensure you are eligible before you apply.

To support us in featuring your event, please provide us with HIGH RESOLUTION images that you can upload below

Attach a file:

For example: a photo of your group, an activity your group have hosted, or a photo of your group in action

Your group / organisation's details

*** indicates a required field**

A bit more information

Are you being auspiced for the purposes of this application? *

☐ Yes ☐ No

You only require an auspice if your group is not incorporated

Does your group/organisation have an ABN?

☐ Yes ☐ No

As you have advised you do not have an ABN you are required to **submit a completed ATO Statement by Supplier Form***. This form can be downloaded from the [Australian Tax Office](#) website.

* The form must be completed in the name of the group / organisation applying for the grant, **not** the individual completing the application form.

Completed Statement by Supplier *

Attach a file:

Please attach a current Public Liability Insurance Certificate *

Attach a file:

You are required to provide evidence of current insurance cover to support your project

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

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ABN
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.

Please attach a current Public Liability Insurance Certificate

Attach a file:

You are required to provide evidence of current insurance cover to support your project

Auspecting Organisation and Applicant Organisation

Applications are only accepted from legally incorporated groups or organisations.

Groups that are not legally incorporated need to be auspiced by a group that is legally incorporated, to make an application.

If your group is being auspiced fill out:

- **auspicing Organisation Details** about the incorporated group auspicing this grant application
- **attach a completed Community Grants Auspicing Form.** This form can be found on Council's Community Grants web page at <http://www.basscoast.vic.gov.au/>
- **Public Liability Insurance** - you will need to attach a copy of the auspicing organisation's insurance. If their insurance will not cover your event you may be able to include the cost of event insurance as part of your grant request.

Auspicing Organisation Details

**Auspice organisation
registered name ***

Organisation Name

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Auspice Primary Address *

Address

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

Auspice contact name *

First Name

Last Name

Position in the organisation *

Auspice email *

Must be an email address.

Auspice 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.

Please attach a completed Auspice Agreement confirming this arrangement is valid and current *

Attach a file:

Here is the [Community Grants Auspicing Agreement](#) which can be used for the purposes of these grants. If your auspice has their own agreement please use theirs.

Public Liability Insurance. You will need to obtain this from your auspicing organisation. *

Attach a file:

Please provide a copy of the auspicing organisation's public liability insurance and ensure it covers your project

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Grant funding objectives

Your event should aim to promote healthy ageing by:

- decreasing social isolation
- increasing awareness of opportunities that exist to seniors in our community
- encourage community to try something new
- celebrate positive ageing and explore creativity

It should also seek to support seniors' groups and organisations by:

- increasing the membership and attendance of senior's groups
- encourage diversity in participation and attendance

Please tell us how your event will address one or more of the above criteria *

Word count:

Must be no more than 60 words.

What is involved in the planning or support of this event? *

Word count:

Must be no more than 60 words.

For example is another community group donating venue space, assisting with promotion, collaborating with you to run a shared event?

Funding Request

How much are you requesting? *

\$

Must be a dollar amount and no more than \$250

What do you propose to spend the grant \$ funding on?

Expense total

This number/amount is calculated.

Attachments

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Please provide a current bank statement *

Attach a file:

More than one file can be uploaded

Please provide quote/s or an approximation of costs to support your application (more than one file can be uploaded)

Attach a file:

*** Quotes must clearly show the service or company where the item is being purchased, what is being purchased and how much each item is.** A screenshot is sufficient so long as all of the above is included.

To help share the benefits of grant funding, local suppliers are preferred.

Is there anything else you would like to tell us about your application

Word count:

Must be no more than 50 words.

If your group needs assistance uploading documents, please call Council on 5671 2211 and ask to speak to Council's Access and Equity Officer or Community Grants Officer.

Applicant's Declaration

* indicates a required field

Declaration

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

I am authorised by my group/organisation to complete this application and I agree that:

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the project or any unintended outcomes of the project.

If successful, I, as the authorised applicant, will ensure that my group/organisation will abide by the following **General Conditions**:

- **Grant funds can only be spent on the project outlined in the application.** If grant funds are spent on any other item, project or activity outside of the application approved by Council then Council must be reimbursed. Similarly, any unspent funds must be reimbursed to Council.
- **Any proposed variations** of the project should be discussed, and agreed to in writing, with the Access and Equity Officer **before proceeding**.

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- The group will enter into a funding agreement with Council for the grant amount awarded.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- An acquittal report must be submitted to Council within one month of project completion. This report will include receipts for purchase of goods and services, and photos of the event as evidence of funds having been dispersed as agreed

Limitations on available funding

I understand that Bass Coast's Seniors Festival Grants are limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding

Council acknowledgement terms

I understand that successful funding recipients are required to acknowledge and promote the financial contribution made by Council to their project.

I have read the above Declaration and Privacy Statement and confirm my acceptance *

☐ Yes

Are the committee/ relevant personnel aware of the application and support the event? *

☐ Yes

☐ No

Please ensure the Executive Committee and/or relevant supervisor fully support the proposed project prior to submitting the application

Do you give permission for your contact details to be given to local media for grant promotion purposes *

☐ Yes

☐ No

Information to be shared will relate to name of group/ organisation, brief description of project and amount of funding allocated. No personal details will be shared.

Person completing application *

Title

First Name

Last Name

Position in organisation *

Date *

Thank you! Once you click on the SUBMIT button your application will be complete. Shortly after you hit the submit button you will receive an email with your application number and a copy of your application attached. Please check the copy of the application carefully and advise us immediately if there are any errors.

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Privacy Statement

Council collects, holds and shares this Personal Information with Our Community (SmartyGrants) in accordance with the *Privacy and Data Protection Act 2014* (Vic). For further information refer to [Bass Coast Shire Council Privacy](#) and [Our Community Privacy](#).

Feedback

We would appreciate your feedback about this online application system. Suggestions about how we can improve the program are greatly appreciated.

How did you find our online application system *

☐ Easy

☐ Neither Easy nor Hard

☐ Difficult

How did you find out about the Seniors Festival Grants funding? *

Other:

Please provide any other feedback you may have about the online application system or the Seniors Festival grant funding