

# Business Events & Conference Fund 2026/2027

## Form Preview

### Introduction

#### Welcome

Please read the Business Events & Conference Fund Guidelines and speak to a member of the Events and Promotions team before starting an application.

Your organisation must **have submitted an Acquittal Report** for any past funded grant applications, or your application may be **ineligible**.

No late applications will be accepted unless an extension has been sought and approved.

**Projects which deliver outcomes that support the endorsed objectives of the following will be strongly supported:**

- [Warrnambool 2040 Community Plan](#)
- [Warrnambool Events Strategy 2024-2028](#)

**IT IS RECOMMENDED THAT YOU PREPARE YOUR INITIAL APPLICATION IN A WORD DOCUMENT AND COPY AND PASTE INTO RELEVANT SECTIONS.**

**Help is available:** Council Officers are available if you require assistance applying online or have questions about the Business Events & Conference Fund. Refer to the Contact Information in the Guidelines if you have any questions about the program.

**Preparation for a funding application:** Please ensure you have read the Guidelines and refer to the Application Process section. Please allow sufficient time to prepare and submit your application before the closing date.

**Completing your application:** You do not have to complete this application form all at once. You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

If you leave the Application page to view the guidelines or to view other templates, save progress and then remember to **GO BACK** on your browser - do not close or you will need to log in again.

**Submitting your application:** To ensure that the application is submitted, make sure that you **review and submit your application**. When you review, if there are any errors, or compulsory questions that have not been completed, **Smarty Grants** will let you know.

**Remember: Once you have submitted your application, no further changes can be made.** You will know you have successfully submitted your application when you receive a confirmation screen. A pdf copy of the application will be emailed to the address nominated in the application form.

**Attachments and support documents:** To upload attachments you must have the documents saved on your computer. If you are not able to upload a document, please contact Council for support.

**Technical Assistance:** Refer to the Smarty Grants User Manual on [Community Grants - Application Help](#) for detailed instructions on how to review and submit your application.

If you have technical issues or need assistance with your password, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or (03) 9320 6800.

### Applicant Details

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\* indicates a required field

### Applicant Organisation

Applications are accepted from legally incorporated groups or organisations and commercial businesses.

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

**Is your application being auspiced? \***

- Yes  
 No

### Auspicing Details

**Auspice organisation registered name \***

Organisation Name

**Auspice contact name \***

First Name Last Name

 

**Position in the organisation \***

**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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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### Auspice email \*

Must be an email address.

### Auspice website

Must be a URL.

## Applicant Details

### I confirm that the applicant organisation has completed all due Acquittal Reports for past funded grants \*

- Not applicable
- Yes
- No, if no - please call Council before proceeding
- Unsure. If you don't know, please call Council before proceeding.

At least 1 choice and no more than 1 choice may be selected.

### Organisation's registered name \*

Organisation Name

### Australian Business Number (ABN) - If group DOES NOT have an ABN, a Statement by Supplier Form is required. Attach with supporting documentation.

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

Must be an ABN.

### Organisation physical address \*

Address

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

### Applicant contact name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position in the organisation \*

### Preferred email \*

Must be an email address.

### Preferred contact mobile number \*

Must be an Australian phone number.

### Does your Business Event / Conference involve children? \*

- Yes  
 No

## Child Safe Organisation

Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm.

Organisations and businesses that employ children to provide goods or services, whether paid or unpaid, must also implement the standards.

Children are defined in the standards as anyone under 18 years old.

For more information visit [www.ccp.vic.gov.au/child-safety/being-a-child-safe-organisation/](http://www.ccp.vic.gov.au/child-safety/being-a-child-safe-organisation/)

### Does your organisation meet its obligations under the Child Safe Standards? \*

- Yes  
 No, please refer to website above, as all applicants must comply

## About Your Event

\* indicates a required field

### Event Funding Category

#### Business Events & Conferences (The total funding available for 2026/27 is \$10,000)

- For event organisers bringing new business events and conferences to Warrnambool
- Majority of delegates and attendees are from outside of Warrnambool and will stay for a minimum of one night and may attract stay extension

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- Occur within the Warrnambool City Council municipality
- Be conferences, tradeshows, symposiums, business event or workshops
- Align with Council's Events Strategy and Council Plan

### What is the funding category for the proposed project? \*

Business Events & Conferences

Can only select one category

## Event Details

Applicants should note;

If your application is successful, the details you provide below will be published on Council's website, Facebook page and in local media.

### Event Name \*

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

### Start Date: \*

### Completion Date: \*

## Event Overview

### Detailed Business Event / Conference Description \*

Must be no more than 150 words.

### What are the planned activities? \*

Must be no more than 150 words.

### What are the expected outcomes of this Business Event / Conference and how will you know if these have been achieved? \*

Must be no more than 150 words.

## Assessment Criteria

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All funded projects and activities will contribute to achieving the assessment criteria of the Business Events & Conferences Fund.

Indicate how your event will best meet each criteria.

### Economic Development Criteria

1. Delegates and visitor expenditure forecast
2. Demographic profile and estimate length of stay
3. Local business involvement and procurement (use local business as first priority)
4. Off peak season economic benefit

**Demonstrate how the Business Event / Conference will meet this criteria: \***

### Tourism Profile Criteria

1. Marketing reach and messaging
2. Regional/state/national profile of the event
3. Promote Warrnambool as a destination, including marketing channels and reach;
4. Generate opportunities for repeat visitation to Warrnambool post event.

**Demonstrate how the Business Event / Conference will meet this criteria: \***

### Environment Sustainability Criteria

1. Comply with single use plastic ban by eliminating all single use plastics;
2. Reduce waste to landfill;
3. Have event management practices outlining waste management excellence;
4. Create positive environmental outcomes at the event and long term into the future.

**Does your Business Event / Conference meet the Environment Sustainability Criteria? \***

- Yes  
 No

### Alignment and Project Management Criteria

1. Alignment with Council's 2024 - 2028 Events Strategy and policies;
2. The application is able to successfully manage the described project management capability, risk planning and meet its proposed outcomes.

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### Does your Business Event / Conference meet the Alignment and Project Management Criteria \*

- Yes
- No

## Additional Events Details

\* indicates a required field

### Event Details

#### How often is the Business Event / Conference proposed to be held? \*

- One-off
- Annually
- Other (please specify)

#### If other, please describe how often the Business Event / Conference is proposed to be conducted.

Must be no more than 50 words.

#### Website (event related)

Must be a URL.

### Event Attendance

#### If you have conducted this Business Event / Conference before, what was the total attendance? \*

Must be a number.

If first time event, please use '0'

Please estimate the number of visitors from outside Warrnambool this Business Event / Conference is likely to attract and the estimated number of local residents who are expected to attend.

#### Number of visitors? (Please estimate if unsure) \*

Must be a number.

#### Number of local residents? (Please estimate if unsure) \*

Must be a number.

### Visitor Numbers

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Please note event organiser must conduct a post event survey and include postcode data if you have a registration form.

Please provide an estimate of where you expect visitor and participant attendees to come from.

**Warrnambool (% of attendees) \***

Must be a number.

**Within 1 hour (% of attendees) \***

Must be a number.

**Other Regional Victoria (% of attendees) \***

Must be a number.

**Interstate (% of attendees) \***

Must be a number.

**International (% of attendees) \***

Must be a number.

## Participation Numbers

Please provide details on how the community will participate in this Business Event / Conference

**Number of paid personnel involved in the primary delivery of the Business Event / Conference ? \***

Must be a number.

**Number of volunteers involved in the primary delivery of the Business Event / Conference ? \***

Must be a number.

**Projected number of additional participants actively involved in creating or working with the Business Event / Conference ? (i.e workshop providers, artists etc) \***

Must be a number.

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### Cost for the community to participate or attend the Business Event / Conference ?

\*

Must be a dollar amount.

### Public Liability Insurance

Public liability insurance is required for all Council Event grants. A current certificate of currency or evidence of application for public liability insurance is required.

Generally, if your project is auspiced, public liability insurance is the responsibility of the applicant, not the auspice organisation.

If you do not currently have public liability insurance and your grant request is successful, you will be required to obtain public liability insurance prior to payment of the grant.

#### Public Liability Insurance \*

- Yes, our group has PL insurance for our project
- No, our group does not have PL insurance,as yet, for our project

#### Please attach a copy of the Certificate of Currency

Attach a file:

## Project Budget

\* indicates a required field

### Budget

Funding may cover the entire cost of the project or part thereof.

If funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the shortfall (upload bank statement).

The Budget Table will **auto calculate** the totals for income and expenditure.

You will need to attach written quotations to verify amounts listed in your budget according to the following;

- One (1) written quote is required for each individual item or service being funded.
- Tax Invoice won't be accepted as a quote.

### Project Budget (Income)

Please outline your project income in the budget table below. List **ALL** funding sources to pay for your project.

Include the amount you are requesting in this section, inclusive of GST.

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Income description	Income amount (budgeted)	Notes
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'.	Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context

### Project Budget (Expenditure)

Please outline your project expenses in the expenditure table below. Do not include IN-KIND in table

Project expenses listed must be the total costs including any GST that is included in a quotation.

Expenditure description	Expenditure amount (budgeted)	Notes
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

### Budget Summary

**How much are you requesting in this grant application? \***

\$

Check the Grants Guidelines for maximum funding limits

**What is the INCOME total from the table? \***

\$

This number/amount is calculated.

**What is the EXPENDITURE total from the table? \***

\$

This number/amount is calculated.

### Attachments and Supporting Documentation

**You are required to attach supporting documents to your application.**

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1. Written quotes for purchase of equipment or services from qualified professionals. NOTE: Website quotes must clearly include a description of the purchase, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.

### 1. Written quotations for items requested to be funded by the grant \*

Attach a file:

## 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 be the applicant for this grant and complete this form 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

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

- The group will enter into a funding agreement with Council for the grant amount awarded.
- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with Council in advance. If your variation is agreed to, a variation request in writing must be sent to Council before any changes to the project can be funded
- An acquittal report must be submitted within **8 weeks of the event taking place**. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed.

**Limitations on available funding** I understand that the Business Events & Conference Fund Program is 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/ or promote the financial contribution made by Council to their project

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### Privacy Notice

The personal information submitted with the online application is collected by Warrnambool City Council for the purpose of considering applications for and administering the grant program. The details of successful applicants, including organisational name; the value of the grant awarded; and a brief description of the purpose for the grant, will be released by Council to the public and the media, and will be placed on Council's website, including for use for promotional purposes. Information will not be disclosed to any other external party without your consent, unless required or authorised by law.

Council's Privacy Policy can be found at [Warrnambool City Council Privacy Policy.](#)

If you have any concerns about the privacy of your information, please contact Council at; **events@warrnambool.vic.gov.au**

**I have read the above and confirm acceptance.**  Yes

\*

**Do you give permission for your contact details to be given to local media for grant promotion purposes?**  Yes  
 No

### Submitted By

#### **Person completing application \***

First Name

Last Name

#### **Position in organisation \***

#### **Date \***

Must be a date.

### Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

#### **Please indicate how you found the online application process: \***

Very easy     Easy     Neither     Difficult     Very difficult

#### **How did you find out about the Business Events & Conference Fund? \***

