

# CEF Application Form 24/25 Round 1

## Form Preview

### Community Event Fund application form

\* indicates a required field

#### COVID-19 Considerations

**Successful City of Marion grant recipients are required to adhere to any relevant SA Government COVID-19 restrictions when implementing their programs, activities and/or events.**

To keep up to date with current restrictions:

<https://www.covid-19.sa.gov.au>

<https://www.sahealth.sa.gov.au>

#### Please Note:

Before completing this application form for the Community Event Fund please read the guidelines: [Community Event Fund Guidelines](#)

If you have any questions about your eligibility, please contact Ashley Lambourne, Grants Officer on 8375 6600 or email [ashley.lambourne@marion.sa.gov.au](mailto:ashley.lambourne@marion.sa.gov.au)

#### Applicant details

**Organisation name \***

Organisation Name

**Organisation address \***

Address

  

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

**Organisation postal address \***

Address

  

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

**Event address \***

Address

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

**Applicant contact name \***

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

Can answer questions about the application

**Position \***

**Applicant primary email \***

**Applicant primary phone number \***

**Secondary phone number**

## Eligibility criteria

\* indicates a required field

### Eligibility criteria

Applications must satisfy all of the criteria shown below.

I confirm:

- the organisation represented in this application is a not-for-profit organisation
- the organisation is incorporated, with an ABN
- or the applicant is auspiced by an incorporated organisation, with an ABN
- this event is located, connected to, or of benefit to the City of Marion and its residents
- the event is free and open to the general public
- the event is inclusive and as accessible as possible for all, inclusive of gender, age, sexuality, cultural beliefs or disability
- the event occurs within the financial year that funds are provided, if successful
- I have not been a recipient for this grant in this financial year

**Please select: \***

Yes  No

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### Further details

\* indicates a required field

Please tell us about your activity

**Event title \***

**Provide a brief statement detailing what support you require and how financial or in-kind support will be used \***

Word count:

Must be no more than 100 words.

Provide a short description of your activity

**Start date of event \***

Must be a date and between 1/1/2024 and 31/12/2025.

Estimated if not yet set

**End date of event \***

Estimated if not yet set

**Total amount requested \***

What is the total financial support you are requesting in this application? \$2,000 maximum applies for all applications

**Total activity cost \***

What is the total budgeted cost (dollars) of your activity?

**Clearly describe what are the benefits to the City of Marion from this event? \***

Word count:

Must be no more than 100 words.

Describe the specific issue or need and how the activity will provide benefit/s

**What are the expected outcomes of the activity? \***

Word count:

Must be no more than 100 words.

Describe what you want the activity to achieve

**How many participants or attendees do you expect at your event? \***

Can be approximate

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**Do you plan to run this event again? If so, when?**

**Please upload any marketing material, social media or websites you have relating to this event.**

Attach a file:

**Please upload any other documentation relevant to your event here.**

Attach a file:

Permits or permissions, quotes etc.

**Please detail, if successful, what you intend to spend the funding on. This also needs to be reflected in your budget below. \***

**Please attach quotes/invoices for the item or items you intend to spend the funding on if your application is successful \***

Attach a file:

A minimum of 1 file must be attached.  
If you are intending to use funding for staging for example, please upload evidence of this from the staging company

## Budget

Please only include items being funded by this grant.

<b>Expenditure/Item description</b>	<b>Amount</b>
	Must be a whole dollar amount (no cents).
	\$
	\$
	\$
	\$
	\$
	\$

Budget total

**Total expenditure amount**

\$

This number/amount is calculated.

## Financial details

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\* indicates a required field

### Insurance

Please provide current Public Liability Insurance certificate of currency for minimum \$10 million for the event:

**Please attach Public Liability for the event: \***

Attach a file:

**Is your organisation an Incorporated Body ? \***

Yes

No

If Incorporated go straight to Section 4

### Sponsoring body information

**Name \***

Organisation Name

Groups that are not incorporated can still be eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project. The Sponsoring Body will need to provide their Incorporation number and ABN. It is this organisation that the funding will be made payable to.

**Address \***

Address

  

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

**Contact name \***

**Contact email \***

Must be an email address.

**Contact phone number \***

Must be an Australian phone number.

### Australian Business Number (ABN)

**To be completed by the applying organisation. Please note that if your grant is to be sponsored by another organisation, this information must be provided by**

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***the sponsoring organisation. All funding will go to the sponsoring organisation to distribute to you.***

**Do you have an Australian Business Number (ABN)? \***

Yes

No

**If YES, please provide your 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

## Payment details

To enable payment via EFT please provide your bank details.

Payments will generally occur within 14 business days once the form has been received by the City of Marion accounts team

**Bank Account \***

Account Name

BSB Number      Account Number

      

Must be a valid Australian bank account format.

## Certification and feedback

\* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation

(may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if this funding is approved, we will be required to accept the terms and conditions of the grant as outlined below.**

Terms and conditions of funding are as follows:

- The funds provided will be used only for the approved event as detailed in the grant application.
- Seek City of Marion's written approval to continue if there are any changes to the event (or seek permission for changes).
- Event to be held within the financial year funds are received.
- Complete an acquittal within one month of the event
- Funds that are not used must be returned to the City of Marion.
- Applicants will be responsible for obtaining any relevant approvals including, use of council land, road closures, development consents/building approval and/or permissions from land property owners before the commencement of the event.
- Meet and adhere to all relevant screening and insurance requirements set by state and commonwealth legislation.
- Acknowledge the City of Marion in all promotional matters relating to the funded event. The City of Marion will also have the right to independently promote the event
- It is the responsibility of the applicant/sponsoring body to indemnify and keep indemnified the City of Marion, its employees and agents, against all actions, costs, claims.
- Successful City of Marion grant recipients are required to adhere to the relevant SA Government COVID-19 restrictions when implementing their programs, activities and/or events.
- City of Marion may request that a COVID-19 plan be completed, prior to distribution of funding.
- City of Marion may choose to delay funding to successful applicants, dependent on the COVID-19 restrictions at the time of funding.
- Successful City of Marion grant recipients are required to adhere to the current SA Government's Single-use and Other Plastic Products (Waste Avoidance) Act 2020. Changes come into effect as of 01/09/2024 and grant recipients are required to adhere to all regulations. This includes the use of plastic food containers, shopping bags, bag tags, confetti, balloon sticks, balloon ties etc. For further information, please visit [replacethewaste.sa.gov.au](https://replacethewaste.sa.gov.au).

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**I agree \***

Yes

No

**Date of certification  
(today's date) \***

**Name \***

Title

First Name

Last Name

**Phone number \***

Must be an Australian phone number.

**Position \***

Secretary, CEO, Treasurer

**Email \***

Must be an email address.