

Community Events Sponsorship Fund Application Form

Form Preview

Grant Information

Livingstone Shire Council Community Event Fund

The Livingstone Shire Council Community Event Sponsorship Fund provides funding to community-run events that provide a benefit to the Community.

Applications from

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Event organisers delivering a demonstrated community benefit

Will be considered for both cash and/or an in-kind contribution up to the value of \$5,000.00

Council may offer your event a lower amount of funds than requested, based on how well your application meets the criteria (including expected attendance figures) and/or based on the number of applications received. Council is only able to distribute funds according to the adopted annual sponsorship budget.

Community Event Funding will not be approved or released unless a completed Sponsorship Agreement is submitted to Livingstone Shire Council via Smarty Grants by the due date for the relevant funding round.

Please note: Sponsorship applications are not assessed by Council officers. Venue booking administration fees are still payable and are not covered by sponsorship (refer to Council's [Fees and Charges Schedule](#) for more information)..

Community Event Funding Allocation

The amount of funding you request should reflect the size and scale (i.e., the expected total attendance) of your event. The below figures should be used to guide the amount of funding you request:

- Events with an expected total attendance of 100-2000 should apply for a maximum of **\$5,000.00**

Council will only offer funding in line with these attendance guidelines. Applicants are encouraged to be realistic about expected attendance and to demonstrate, wherever possible, how they have estimated attendance figures.

Eligibility Criteria

- The event must occur within the Livingstone Shire local government area OR provide significant benefit to the Livingstone Shire community and residents
- Applicant/organisations sole not-for-profit status is established and maintained.
- Applicant organisations must be properly constituted, incorporated or be sponsored by an incorporated organisation.
- Applicant organisations must hold appropriate public liability cover (minimum \$20,000,000 coverage)

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- Applicant organisations have no outstanding matters before Livingstone Shire Council. This includes outstanding acquittals for any Livingstone Shire Council funding.

Applications will be ineligible where / if:

- The applicant/organisation does not meet the eligibility criteria.
- The application organisation has an existing Memorandum of Understanding for a multi-year event funding agreement with Livingstone Shire Council for the same event.
- Application form is not completed in full.
- The applicant/organisation has any acquittals outstanding for Livingstone Shire Council funding.
- The applicant group is; a government agency; a for-profit organisation; an individual; a political organisation; or a TAFE, university or college.
- If your group qualifies as any of these, please contact Council's Economic Development Team to discuss our Economic Event Program on EconomicDevelopment@livingstone.qld.gov.au

Council will not fund:

- Initiatives that have already commenced or have been completed.
- The purchase of gifts or prize money, usual business operating expenses, the purchase of alcohol and tobacco products and non-sustainable items.
- Initiatives that support political or discriminatory ideologies or practices.
- Initiatives that contravene laws and regulations set by Government agencies.
- Initiatives that are eligible under the following alternative funding programmes:
a) [Rates Rebates and Remission Policy](#); b) [Regional Arts Development Fund](#); c) [Community Projects Fund](#).

Goods and Services Tax and Australian Business Number

Depending on the applicant's status with the Australian Tax Office, funding from the Livingstone Shire Council Community Support Grants may attract a goods and services tax. Community organisations submitting an application for funding are therefore required to declare whether or not they are goods and services tax registered and provide an Australian Business Number.

Applicant details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Where does your organisation normally operate its activities? *

eg. Yeppoon, Emu Park, Cawarral, Marlborough etc.

Primary (physical) address of organisation *

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This should be where your organisation primarily operates from. If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

This is where you would like Council to direct any formal correspondence and can be a PO Box. Note Council prefers to email correspondence.

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

e.g. President, Treasurer, Fundraising Coordinator

Contact person's phone number *

Must be an Australian phone number.

Contact person's email address *

Must be an email address.

This should be an organisational email address rather than a private email address wherever possible.

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Is the Organisation/Applicant registered for GST? *

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☐ Yes

☐ No

Is the Group Incorporated? *

☐ Yes

☐ No

Is the Group Registered as a not-for-profit? *

☐ Yes

☐ No

Event Information

*** indicates a required field**

Basic information

Event overview - what do you plan to do? *

Event Name - as it will be advertised *

Event venue / location (include street address)

Address

Please select the hall or venue you wish to apply for in-kind hire for. Please note in-kind venue hire does not include any waste charges or security deposits that may be payable. *

☐ Yeppoon Town Hall (excluding Commercial Kitchen) ☐ Bell Park, Emu Park

☐ Yeppoon Town Hall (including Commercial Kitchen) ☐ Emu Park Cultural Hall

☐ Yeppoon Foreshore

☐ Emu Park Main Beach

☐ Yeppoon Amphitheatre Foreshore

☐ Kerr Park, Emu Park

☐ Yeppoon Lagoon Area 1

☐ Daniel Park - Cooe Bay

☐ Yeppoon Lagoon Area 2

☐ Park Other - Yeppoon Area

☐ Yeppoon Lagoon Area 3

☐ Park Other - Any other area

☐ Beaman Park Yeppoon

☐ Installation and removal of street banners (does not include design/production of street banners).

☐ Merv Anderson Park Yeppoon

☐ Other:

At least 1 choice and no more than 4 choices may be selected.

There is a map of Yeppoon Lagoon areas available to view in the Community Event Fund Guidelines.

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Event date/s and times. Please include all dates and times required including rehearsals, bump in, pack down etc. A date must be provided to be eligible. *

Event website (if applicable)

Must be a URL.

Please advise the cash amount you are requesting from Council. If applying for both in-kind and cash the TOTAL amount must not exceed \$10,000. *

If you have completed or started your Temporary Event or Hall Booking in Council's booking platform (Bookable), please provide the booking number here. Please note: Supporting plans and documentation are not required at the sponsorship application stage but will be required as part of the Temporary Event approval process through Bookable prior to the event proceeding.

Are you applying for a waiver of the Booking Administration Fee?

- ☐ Yes
☐ No

Event benefits

Activities that support individuals, organisations and collectives seeking smaller levels of funding for public events that strengthen community pride by enhancing cultural and social benefit. Examples include -

- Community festivals
- Sporting events
- Cultural celebrations
- Markets and fetes
- Family and community events

Tell us more about your event. Consider how your event will contribute to:

- Community pride
- Community connectedness
- Community wellbeing
- Raising community profile

You may also like to tell us how your event will attract locals and visitors.

Tell us about the benefits of your event. *

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Community Plan alignment

Tell us how your event aligns with Council's Community Plan. You can find the Community Plan [here](#).

Describe how your event aligns with one or more of the outcomes listed in Livingstone Shire Council's Community Plan. *

Event details

How many people do you expect to attend your event? *

This should be the total attendance of your event - for example, if your event will run over multiple sessions or days this is the number of people you expect to attend over the total duration of the event.

How have you estimated your expected attendance? *

E.g., based on previous years, based on other similar events held locally.

Please provide details of previous experience you and / or the event committee have in delivering a similar event (in or outside of Livingstone Shire Council). *

Please provide details of your marketing campaign including social media, print, radio, etc. *

Event objectives

Think about what you want to achieve with your event. The event objectives might include a certain number of attendees, attendee satisfaction, a fundraising goal, or something else.

What are the objectives of your event? *

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How will you know if your event has met the objectives above? E.g., will you conduct surveys, count attendees, etc. *

All successful applicants will be required to complete an acquittal within six weeks of the completion of the event. How do you intend to capture this information to ensure the acquittal process is completed? *

Information required for the acquittal will include Council will require the following details for the acquittal: number of attendees, alternate funding sources, media/marketing collateral, event budget (basic profit/loss statement), overall brief of the event including any issues identified.

Financial information

Please provide details (including amounts) of any other sources of funding you have been successful in obtaining for your event. *

Have you / your organisation received sponsorship from Livingstone Shire Council for the same event in the past? *

☐ No

☐ Yes

Have you prioritised working with local businesses / suppliers? Why or why not? *

Describe what plans you / your organisation have in place to achieve financial sustainability in the longer term. Consider alternative grant opportunities, private sector fundraising, etc. *

Project Budget (Expenditure)

Please outline your project expenses in the expenditure table below including GST where applicable (please note the total amount paid by Livingstone Shire Council does not include GST).

Please include your entire project budget and indicate in the 'notes' column whether you intend to use Council funding for each component.

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Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
Provide clear descriptions for each budget item (e.g., marquee hire, venue hire, guest speaker fees).	Please select the type of expenditure.	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. Include here whether you intend to use Council funding for this component.
	Other:		

Sustainability

Consider how your event will do things like reducing single-use plastic and how you will manage or reduce waste at your event.

You can find out more about Plastic Free CQ [here](#).

Livingstone Shire Council supports the Plastic Free CQ Program. Tell us how your event will align with this program. *

File upload section

Please upload all relevant files here.

All applicants must submit evidence of incorporation status and a certificate of currency demonstrating minimum \$20 million public liability cover.

Upload Certificate of Incorporation *

Attach a file:

Upload evidence of Public Liability Insurance (e.g., Certificate of Currency) *

Attach a file:

Other relevant documentation

Attach a file:

Other relevant documentation

Attach a file:

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Booking process

* indicates a required field

All applicants must meet Council's Booking process. Please confirm that you have met these requirements or are in the process of meeting them. *

- ☐ I confirm that I have met the requirements of the Sponsorship Application Process
- ☐ I confirm that I have met the online booking process
- ☐ I confirm that I am in the process of meeting the online bookings process
- ☐ I haven't contacted Council yet in regards to hire of the venue or temporary event

Please note this will be confirmed with Council's Events and Venue Officer.

Declaration

I understand and acknowledge that:

The information provided in this application is true and complete to the best of my knowledge. Council may refuse this application if it becomes evident that any information provided is incomplete or false. I approve of the information that has been provided in this application.

I understand that payment of funds will be made a minimum of 30 days from the date I / we submit relevant payment paperwork, and both cash and in-kind approval will only be made on the completion of a sponsorship agreement and Event/Hall bookings process. Payments for this Round 2 2026/27 will not be made until after 30 November 2026.

I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (Queensland) Act 2001.

I agree with the declaration and privacy statement and am authorised on behalf of my organisation to sign this declaration *

- ☐ Yes
- ☐ No

Authorised Applicant *

Title First Name Last Name

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Position *

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Contact phone number *

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Must be an Australian phone number.

Contact email address *

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Applicant feedback

* indicates a required field

New Section

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.