



[Event Grants and Event Sponsorship](#)

Community Event Grant:

Organisation/Applicant Name:	
Phone:	
Email:	

Event Summary – tell us about your event

Name of Event:	
Description of your Event: (Short summary of what the event experience will be)	
Event date/s:	
Event start time:	
Event finish time:	
What time will you start setting up your event bump-in)?	
What time will you start packing up your event (bump-out)?	
What where your event be held (address)?	
Is this private property or Council land? (Please note events on Council land or property need to be booked)	
How many people are you expecting at your event (per day)?	
Is there an admission fee for your event? (if yes, please state the fee)	
How much funding are you applying for?	

How your event aligns to our Guidelines:

Community Significance – 30% of your overall score

Tell us why your event is important to the City of Charles Sturt community

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How do you know that the community supports your event?

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Who is involved in shaping or running your event?

Alignment with Council Priorities – 25% of your overall score

How does your event support our [Council's Community Vision](#)?

Inclusivity and Accessibility – 15% of your overall score

How will your event be welcoming to everyone (not just your community group)?

How will your event include people of differing abilities?

Organisational Capacity – 15% of your overall score

Tell us about your team and your experience running events:

Please share information about any past events you've delivered and how you'll ensure this one is safe and successful

Who will be responsible for managing your event on site?

Will you be using volunteers, and for what purpose?

What plans do you have in place for managing the event?

In addition to completing and uploading a risk assessment, please provide us with an overview of the **key risks** associated with managing this event, and how you anticipate managing them

Please provide us with an explanation of how you will market your event to ensure that people know about it

What traffic management measures will you have in place to address impacts on local traffic and parking?

Sound management – what measures will you have in place to mitigate noise impacts on local residents?

Community consultation – what measures will be implemented to notify local residents in relation to the event?

Value for Money – 15% of your overall score

In addition to completing and uploading an event budget, please let us know what other funding, support or resources you are seeking or receiving for your event? This could include sponsors, in-kind donations, or partnerships

How will this Event proceed if the application is unsuccessful or partly funded?

What financial strategies are in place to support future Events at the end of this grant?

What measures are in place to assess your Event objectives and outcomes?