

Moira Festive Funding 2026 - Application Form

Form Preview

SECTION A: Information and Eligibility

* indicates a required field

Applicants - please note:

- **Before completing this application form, you should have read the [Moira Festive Funding Guidelines](#).**
- **We encourage you to make contact with a Councils Corporate Events Coordinator to discuss your project/event prior to applying.**
- **Funding opens 1 August and closes 31 August 2026.**
- **Funding amount will be provided per town to the best proposed application(s), this will be granted at the discretion of Council and in line with the Moira Festive Fund guidelines.**
- **Incomplete applications will not be considered.**

For assistance with your application please contact Moira Shire Council, Communications & Engagement Team on (03) 5871 9222.

Purpose of the Fund

The Moira Festive Fund has been established to support communities, and to stimulate social connection by encouraging communities to decorate their towns or to hold an event that celebrates the festive season or another culturally significant occasion.

Funds for the successful applicants will be made available, by electronic bank transfer, in line with the Moira Festive Funding guidelines.

Funding Category

There are three funding categories.

1.Small Town Festive Funding

2.Main Town Festive Funding

3.Culturally Significant Funding

Please refer to the guidelines list of exclusions before completing your application.

Compliance

Applications will only be approved for funding if they comply with Council's relevant permit requirements, including Planning, Building and Environmental Health Team. Applicants can contact the Communications & Engagement Team 03 5871 922 2.

Confirmation of Eligibility

I confirm that our business/ organisation:

- has read and understood the program guidelines - Small Town Festive Funding Guidelines.

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- is able to demonstrate alignment between our project and the aims of this program.
- is incorporated and have an Australian Business Number (ABN), or is auspiced by an incorporated organisation for the purposes of this application.
- does not owe any outstanding debts to Moira Shire Council as a result of previous funding or grants.
- has the appropriate type and level of insurance for the activities that are the subject of this grant.
- does not have own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.
- are compliant with all relevant local laws and Australian and Victorian legislation.
- have appropriate management plans in place including risk, project, event and financial.
- have not received funding under the same grant category in the same financial year.

Please select below: *

- ☐ Yes
☐ No

SECTION B: Contact Details

*** indicates a required field**

Organisation Details

Organisation Name *

Organisation Name

Organisation Email *

Must be an email address.

Organisation Postal Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Please provide a brief description of your organisation. *

Word count:

Must be no more than 50 words.

Does your business have an ABN? *

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☐ Yes

☐ No

Please use this ABN Look Up Register. *

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.

Organisation GST Status *

Applicant Details

Applicant Name *

First Name

Last Name

Applicant Position *

Applicant Phone Number

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Tell us about your organisation.

SECTION C: Event / Project Details

* indicates a required field

Grant categories:

Please choose which category your event/project falls under:

- ☐ Small town festive funding for decorations and/or event/project:
- ☐ Main town festive funding for decorations and/or event/project:
- ☐ Culturally significant festive funding for decorations and/or event/project:

Please list the town where your event/project is to be delivered:

What are you wanting to decorate in your town or what type of event are you wanting to hold:

Explain how the funds would assist your organisation to deliver a festive atmosphere:

Where are you wanting to hold the event or where and what are you wanting to decorate (include specific location / areas)

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Please provide details of how the event/project will promote community involvement and participation:

Please select which aims this event/project aligns to:

- ☐ Assist the community to reconnect and enjoy the festive season.
- ☐ Provide an atmosphere in towns to encourage retail spending. Encourage ownership of small and main town's presentation in the festive season.
- ☐ Encourage community to collaboratively deliver projects that benefit the community and support retailers or goods and services.
- ☐ Provide funds for the purchase of decorations or materials.
- ☐ Provide funds for the purpose of running a community event or festive project.
- ☐ Provide an opportunity for all culturally significant days to be celebrated.

Project start date

Choose Date

Must be a date.

Please note decorations are to be installed no earlier than 1 December (unless approved by Council)

Anticipated project completion date

Choose Date

Must be a date.

Please note it is the applicants responsibility and a funding requirement that all decorations are removed by 15 January (any extensions will be at the discretion of Council). It is encouraged to discuss this with Council's Operations Outdoor Team.

How will you carry out the event or install / remove the decorations?

Please upload a copy of your current Certificate of Currency:

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*

Attach a file:

Please upload a copy of your Risk Management Plan:

*

Attach a file:

Please upload any additional information:

Attach a file:

SECTION D: Financial Details

* indicates a required field

Event / Project Budget

All expenses relating to the event / project. Please ensure the total income matches total expenditure.

The detail provided will help the assessment panel with understanding the costs.

INCOME: Council Grant / Other \$

EXPENDITURE: \$

			Must be a dollar amount.

Budget Totals

Total Income Amount *

\$

This number/amount is calculated.

Total Expenditure Amount *

\$

This number/amount is calculated.

Income (minus) Expenditure *

\$

This number/amount is calculated.
Total should be 0

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Please provide details of in-kind contributions being made towards the event / project:

SECTION E: Application Checklist and Declaration

* indicates a required field

To ensure your application meets eligibility requirements please check that you have completed the following information and included all documents.

Please tick the box to indicate Yes

- ☐ SECTION A - Information and Eligibility
- ☐ SECTION B - Contact Details
- ☐ SECTION C - Event / Project Details
- ☐ SECTION D - Financial Details
- ☐ SECTION E - Checklist and Declaration

Declaration (to be completed by an authorised representative of your organisation).

I confirm that the information in this application and the attachments are to the best of my knowledge, true and correct and that the application has been submitted with the full knowledge and agreement of the organisation. I shall notify Moira Shire Council of any changes to this information or circumstances that may affect this application.

*

- ☐ Tick the box to indicate Yes

First Name *

Last Name *

Position in Organisation *

How did you hear about the Moira Festive Funding *

- ☐ Moira Shire Council website
- ☐ Council Officer

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- ☐ Local newspaper
- ☐ Social media
- ☐ Other

Collection Statement:

Council is collecting personal information for your Festive Fund Grant application. The information collected will be used for the purpose of the Festive Fund Grants and/or directly related purpose. Information may be disclosed in Council publications, website, social media and to local media outlets or if authorised to do so by law. If you do not provide the information required, we may not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website - www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.

For more information or assistance please contact Moira Shire Communication & Engagement Team on (03) 5871 9222.