



Festival and Event Funding 2023-2024

Information and new grant management portal



Connect to Council | www.moyne.vic.gov.au

Festival and Event Funding Program

Before starting your application:	You MUST contact Council Event Officer prior to discuss their application on 1300 656 564
Fund to be open:	1 April 2023 to 8 May 2023
How many applicants can be made?	Only one application per year per applicant is permitted
Acquittal:	Funds need to be acquitted 12 months from the date of the Funding Agreement
Who can apply?	Supplementary funding of up to \$10,000 is available per event to assist in planning and or delivery of a range of community festivals and events held within the Shire
When can your project start?	No retrospective funding will be provided for activities, programs and projects that have already started or are completed prior to application
For more information, guidelines and application:	https://www.moyne.vic.gov.au/Our-Community/Community-Grants/Community-Assistance-Fund

Program Application Requirements

- Applications must be made via the online electronic application form. If an applicant has difficulty accessing the form, please contact one of the Program Officers who will be able to arrange online access.
 - All applicants must discuss their festival/event with a Program Officer listed on page 4.
 - Be an incorporated organisation or community group, or be auspiced by an incorporated association.
 - Be located within the Moyne Shire municipal boundary or if an external group, clearly demonstrate predominant benefit to Moyne communities and Council.
 - Fully complete the online electronic application form and provide all required supporting evidence and documentation when submitting an application - you will need to complete an application checklist at the end of the form before applications can be submitted.
 - Enter into a funding agreement with Council and fully acquit funds for the purpose of the grant using Council's acquittal form within three months of project / event completion, or by 31 July 2024, unless otherwise formally agreed with Council.
 - In the spirit of fairness and transparency, late applications will not be considered.
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Grant Application Portal

Link to Client portal - <https://msc-cp.enquire.cloud/rounds> found on Council website on Moyne Shire Community Grants page

Instructions for setup:

1. Enter organisational details to become a client including:
 - Contact details
 - ABN and incorporation number (where applicable)
 - Postal Address
2. Once client is registered, you will receive an email to verify your password. Click on this link which will take you to login page and once this is completed you will see a 'Grants Available' page.

Grant Application Portal

Link to Client portal - <https://msc-cp.enquire.cloud/rounds> found on Council website on Moyne Shire Community Grants Page

Please follow these 7 steps to register your organisation which will then allow you to apply for funding.

1. Select **Login Or Sign Up** to begin the registration process.
2. Complete your details on the **Register** tab and select **Get Started**.



Grants & Funding

Login or Sign Up

LOGIN REGISTER X

First Name
Peter

Last Name
Power

Phone
0455555555

Email
peter.power@example.com

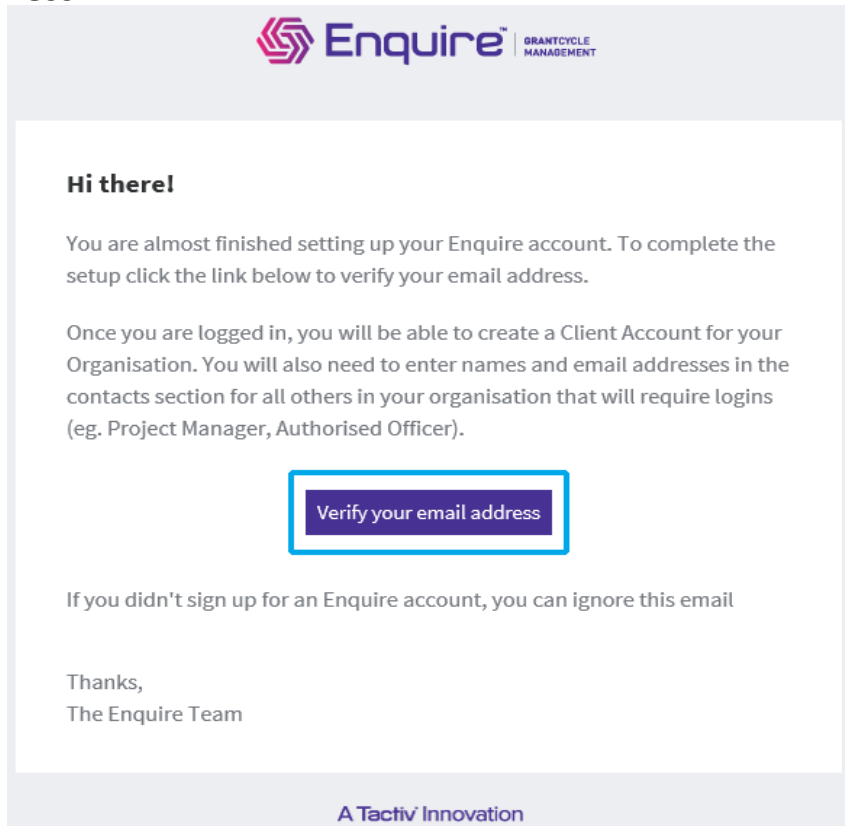
Password
.....

Confirm Password
.....

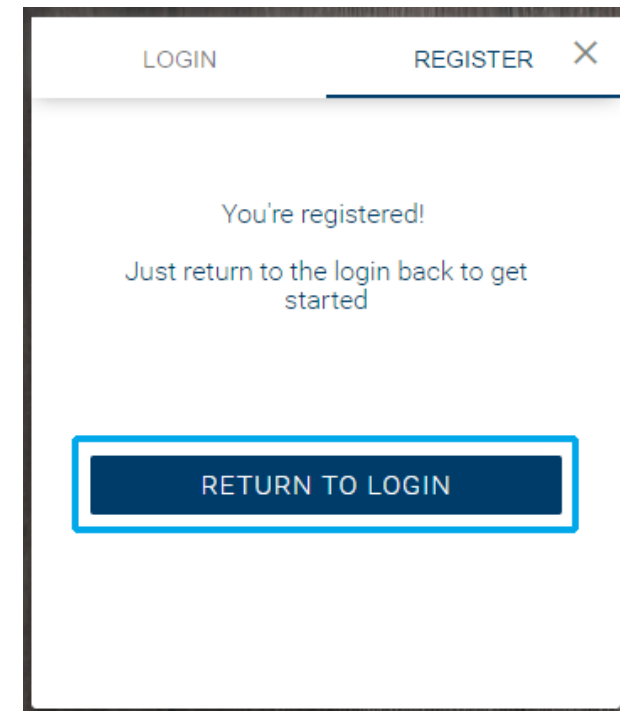
GET STARTED

Grant Application Portal

3. You will now be sent an email to the email address you used to register which you will need to open and select **Verify your email address**.

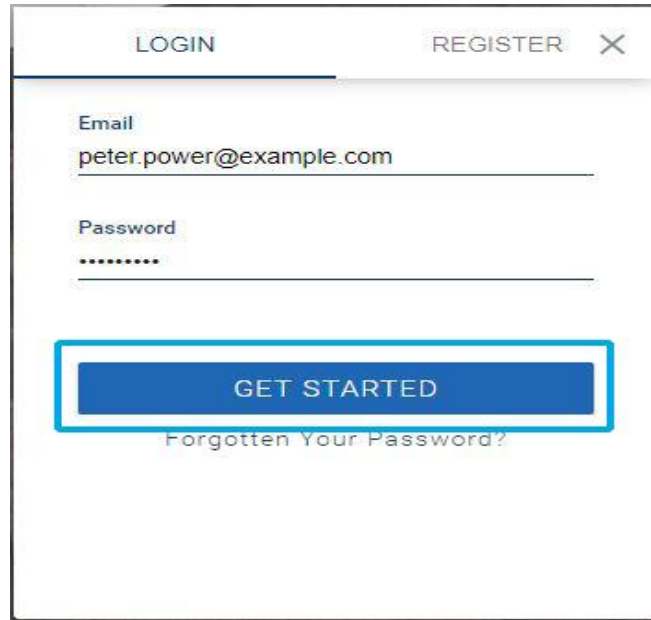


4. A new browser tab will open advising **You're Registered**, select **Return to Login** to login.



Grant Application Portal

5. Enter your credentials and select **Get Started**.

A screenshot of a login form titled 'LOGIN' with a 'REGISTER' link and a close button. It contains fields for 'Email' (peter.power@example.com) and 'Password' (masked with dots). A blue 'GET STARTED' button is highlighted with a red rectangle. Below the button is a link for 'Forgotten Your Password?'.

LOGIN REGISTER X

Email
peter.power@example.com

Password

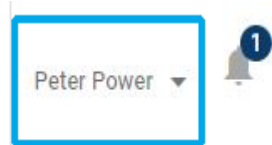
GET STARTED

[Forgotten Your Password?](#)

6. Now you are logged into the Client Portal **your name** will display in the top right corner of the window.



Grants & Funding





Grants Available

[Open](#)

Community Assistance Fund Under \$5,000


Applications Open 25/7/2022 7:00 AM

Applications Close 228 Days

[View Details](#)

Total Project Cost: Under \$5000

It is essential you contact your relevant Moyne Shire Project

[Open](#)

Community Assistance Fund \$5,001 to \$30,000 (Funding provided on a \$1 for \$1 basis)

Applications Open 26/7/2022 6:00 AM

Applications Close 259 Days

[View Details](#)

Total Project Cost: \$5001 - \$30000

[Open](#)

Community Capital Works Expression of Interest

Applications Open 26/7/2022 7:00 AM

Applications Close 124 Days

[View Details](#)

Total Project Costs over \$30,000


Applications open 1 August 2022 and close 30 November

7. Now you will have access to the Grants Available page with information on different funds and link to applications. Click on 'View details' button for the relevant application and then 'Apply' button at the top.

Festival and Event Funding Grant Application Form

1. Select View Details

1. Click Apply



Open

Festival and Event Fund 2023-2024

Application Close 100 Days

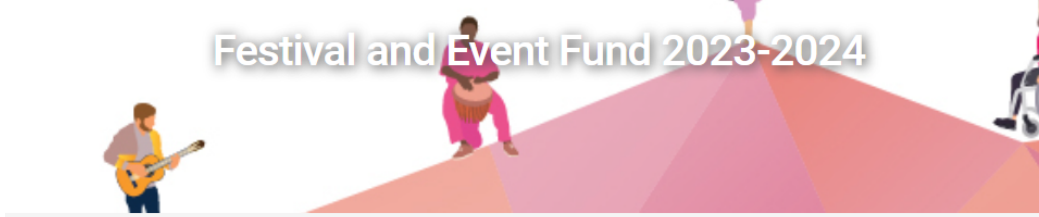
View Details

Supplementary funding of up to \$10,000 is available per event to assist in planning and or delivery of a range of community festivals and events held within the Shire. The Program recognises the valuable contribution that community organisations and local business make to the social, cultural, economic and environmental wellbeing of Moyne.

Funding is available for projects and events planned 1 August 2023 and 31 July 2024

CONTACT

Corporate Business and Events Officer at
events@moyne.vic.gov.au
1300 65 65 64



Apply

Festival and Event Fund 2023-2024

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CONTACT

Corporate Business and Events Officer at
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Grant Application Portal

Once your organisation is registered follow link - <https://msc-cp.enquire.cloud/rounds> and choose applicable fund in Grants Available

Instructions for application:

1. Follow the questions in the application form and be sure to answer the mandatory fields marked with an asterix and upload supporting documentation where requested including organisations:
 - Public Liability Insurance Certificate
 - Current bank statement
 - Quotations
2. Other supporting documents that are not mandatory but advantageous are letters of support, site maps or designs and letters of consent from land owner.
3. Applicants will receive email notification that application has been submitted and a word document of application attached.
4. Successful applicants will then receive via email the funding agreement and acquittal form as well as reminder notifications.

Festival and Event Fund process

Once your application is submitted:

- | | |
|----|--|
| 1. | An email notification is sent to acknowledge application with word document of application attached |
| 2. | Event Officer will follow up with any questions or supporting documents required |
| 3. | Applications will be assessed against pre-determined evaluation criteria |
| 4. | Applicants will be notified if successful or not after the July Ordinary Council Meeting |
| 5. | Successful applicant will receive Funding Agreement for signing/acknowledgement |
| 6. | Purchase order will be provided in the Funding Agreement to successful applicant to submit invoice for approved funding allocation |
| 7. | Acquittal Form and required information will be sent to applicant to complete project and return within 12 months of receiving Funding Agreement |



Contact Event Officers:

Elise Ploenges

events@moyne.vic.gov.au



Connect to Council | www.moyne.vic.gov.au