CLARE & GILBERT VALLEYS COUNCIL

APPLICATION FORM

Events Support Program 2026/27

How to apply with this form

- Fill it in on screen (Adobe Acrobat Reader is free) and save it, or print it and complete it by hand in clear block letters.
- Email it to admin@cgvc.sa.gov.au, or deliver it to the Council office at 4 Gleeson Street, Clare SA 5453. Please attach any supporting documents.
- Applications must be received before 9 am Monday 30 November 2026. Events must be held before 30 June 2027.
- Prefer to apply online? Use the app or online form, linked from Council's Events Support Program web page: claregilbertvalleys.sa.gov.au/community-information/latest-news/cgvc-event-support-program-20262027-now-open
- Questions marked * are required.

Applicant Details

Business/organisation name *

ABN (if applicable)

Contact name *

Phone number

Area code

Phone number

Email *

Address *

Event Details

Event title *

Venue / location *

Event start date
Events must be held before 30 June 2027 to be eligible.

Day Month Year

Event end date

Day Month Year

Event start time

e.g. 10:30 am

Event finish time

e.g. 4:00 pm

Event type *
New Event = not previously held in the Council area; seed funding up to $2,500. Regional Event = funding $5,000 to $15,000 and demonstrated major economic impact. Funding over $15,000 (Hallmark Event) is decided by Council outside this program; please contact us.

- ○ New Event
- ○ Regional Event

Regional Event: which of these does your event meet? (tick all that apply)

- ☐ Over 800 event attendees
- ☐ Over 500 bed nights
- ☐ A substantial regional, state, national or international profile
- ☐ None of these

Cost *

- ○ Free entry
- ○ Ticketed

Anticipated attendee numbers

Description & Outcomes

Event description (max. 300 words) *

Attach an extra page if you need more space

Has the event been held within the last two years? *

○ Yes ○ No ○ Other

If yes, how does it substantially differ from the previous event?

Attach an extra page if you need more space

Please clearly outline how your event meets the principles of the event/festival program (max. 300 words)

Attach an extra page if you need more space

Expected economic/social outcomes (max. 300 words) *

Attach an extra page if you need more space

Strategic Alignment & Viability

Tell us in your own words (max. 300 words) how your event will benefit our region, with an emphasis on economic development: the visitors it will attract and bed nights, what they might spend, and the lasting impact the event will make. *

Attach an extra page if you need more space

These plans guide the program and may help you:

- CGVC Cultural Tourism Strategy
- CGVC Strategic Plan 2026–2030: Our Valleys, Our Vision
- CGVC Economic Development Plan 2023–2027
- Clare Valley Destination Management Plan 2026–2030
- South Australian Tourism Plan 2030
- South Australian Arts and Cultural Tourism Strategy

Marketing strategy to generate media coverage within the state *

Attach an extra page if you need more space

Website, booking page and/or Facebook/social media event link

Budget

Please demonstrate how the event is financially sustainable. (max. 300 words) *

Attach an extra page if you need more space

Will the event proceed if you receive less funding? *

- ○ Yes
- ○ No

If yes — how will you make up the shortfall? If no — why won't the event proceed?

Attach an extra page if you need more space

Grant-funded budget items

List each item the grant will pay for and its cost excluding GST. You can list up to 12 items. Item 1 is required.
Please only include items being funded by this grant. Eligible costs include artist fees, travel within Australia only, promotional materials, and venue and equipment hire. Alcohol is not eligible.

#	Item description	Amount ($, excl. GST)
1 *		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total of grant-funded items ($)	
Other event costs not funded by this grant, excluding GST ($)	
Amount requested excluding GST ($) *	
Total event cost excluding GST ($)	

Totals add up automatically when completed on screen

New Event funding is capped at $2,500. Regional Event funding must be between $5,000 and $15,000.

If you have received funding support for this event from outside the Event Support Program, please list the source(s) and amount.

Attach an extra page if you need more space

Operational Considerations

Road closure / traffic management required? *

○ Yes ○ No

If yes: Any event that involves road closures and larger crowds may require traffic management. Please complete the CGVC Event Application Form if required, and submit it to admin@cgvc.sa.gov.au. Note: this is a separate form from this grant application. Please contact infrastructure@cgvc.sa.gov.au or call 8842 6400.

Banner pole display on Clare Main Street required? *

○ Yes ○ No

Will catering be supplied or consumed at this event? *

○ Yes ○ No

If yes: You must comply with Food Safety Standard 3.2.2A . A separate Event Organiser Temporary Food Event Form is required, and food stall holders need a Temporary Food Permit . Food Safety Management Tools .

Will liquor be served or consumed at this event? *

○ Yes ○ No

If yes: You may need a Limited Liquor Licence under the Liquor Licensing Act 1997. See Consumer and Business Services, www.cbs.sa.gov.au or 131 882. Apply at least 14 days before your event.

Will fireworks be used at this event? *

○ Yes ○ No

If yes: Fireworks must be provided and operated by a SafeWork SA licensed pyrotechnician.

Eligibility check

Only eligible applications progress to assessment. Please confirm each statement below.

I confirm that: *

- ☐ We are an Australian incorporated organisation or individual, or we are auspiced by an organisation that is
- ☐ I have an ABN, if applicable to my organisation
- ☐ The event will be hosted in the Clare & Gilbert Valleys Council area
- ☐ The event is not a market
- ☐ This is the only event our organisation is applying for in this funding round
- ☐ We are not seeking Event Support Program funds for alcohol

Public liability insurance *

☐ I understand a Public Liability Insurance Certificate of Currency for a minimum of $20 million is required for the event, and I will supply a copy to Council if I am successful.

Payment & Declaration

Account name

BSB number

Account number

Is this application being auspiced by another organisation? *

- ○ Yes
- ○ No

If yes: name of auspicing organisation

Auspicing organisation signatory name

First name

Last name

Auspicing organisation signatory role

Auspicing organisation signatory signature

Statement of understanding

I acknowledge that: *

- ☐ My application is subject to the consideration and approval of authorised Officers of Clare & Gilbert Valleys Council
- ☐ I authorise the information contained in and attached to this application to be circulated and reviewed by Council officers and their advisers
- ☐ Personal information provided on this form will be used by Council or its agents, can be accessed by me, and may be available to third parties in accordance with the Freedom of Information Act 1991
- ☐ It is the responsibility of the Event Organiser to ensure the event meets all necessary by-law, policy, standards and legislative requirements
- ☐ I have read and agreed to the Events – Financial Support Policy
- ☐ It is the responsibility of the Event Organiser to ensure all other parties involved in the event have the appropriate level of Public Liability Insurance (to be retained by the Event Organiser)

Confirm before submitting *

- [ ] I have read the Events Support Program guidelines
- [ ] I have completed all sections of the application form
- [ ] My event type classification (New/Regional) is correct

Applicant name *

Role *

Signature *

On screen, you can sign with Adobe Acrobat Reader's Fill & Sign tool.

Date

Day Month Year

Thank you for taking the time to prepare your application. Applications for the 2026/27 Events Support Program must be submitted before 9am Monday 30 November 2026. Events must be held before 30 June 2027. You will be notified of the outcome by late December 2026. Questions? Contact Heidi Hodge, Manager Community Services, hhodge@cgvc.sa.gov.au.

Return to admin@cgvc.sa.gov.au or the Council office, 4 Gleeson Street, Clare SA 5453.