

Australia Day Grants Program 2026 – Guidelines & Application Form

Grant Overview

West Tamar Council is offering grants (up to the value of \$2500) to assist community groups in the West Tamar municipality to hold community Australia Day events.

On Australia Day we come together as a nation to celebrate what is great about Australia and being Australian. It is the day to reflect on what we can be proud of and for communities to celebrate together.

Please note: If your application is successful, Council may decide to part-fund your event/project to support more groups in the community.

Applicants are expected to contribute financially or in-kind to the cost of the event.

Applications must be received by 5pm on Friday 31 October 2025. Late applications will not be accepted.

Assessment Criteria

To hold Australia Day events in the West Tamar Municipal Area, applicants must:

- Be from not-for-profit organisations.
- Hold the event on Australia Day: Monday 26 January 2026.
- Be initiated within the community and actively involve local people.
- Be inclusive of all sectors of the community.
- Hold the appropriate insurances to cover the event (please attach copies with application).

Applications will not be considered if they are:

- Commercial enterprise events.
- Private functions.
- Seeking retrospective funding.
- Seeking to pay debts.

Applications must:

- Include detailed estimates of costs.
- Include written evidence from the community demonstrating support.
- Be discussed with Council's Community Development Officer prior to submission.
- Show evidence of a progression toward self-funding (Council may not recurrently fund the same events in consecutive years).

Assessment Process and Timeline

Your application will be assessed against the selection criteria in conjunction with any supporting documentation and quotes.

31 October 2025 (5pm)	Grant Applications Close – late applications will not be accepted
25 November 2025	Applicants notified of decision in writing
26 January 2026	Australia Day community event
31 March 2026	Grant acquittal and evaluations due

Submitting Your Application

Applications must be received by close of business (5pm) on Friday 31 October 2025.

In person at any of the following council offices:
Riverside: 2-4 Eden Street, Riverside 7250
Windsor (Riverside): 1 Windsor Drive, Riverside 7250
Beaconsfield: 6 West Street, Beaconsfield 7270

Mailing Address: PO Box 16, Riverside TAS 7250

Email: wtc@wtc.tas.gov.au

Late applications will not be accepted.

Keen to Learn More

For further information or to discuss your event idea please contact Council's Community Development Officer.

Phone: 6323 9200

E-mail: wtc@wtc.tas.gov.au

Assistance completing the application form is available by appointment only.

Application Details

Applicant Details

Organisation/Group Name		
ABN (if applicable)		
Postal Address		
Email Address		
Contact Name		
Contact Number		
Is your organisation registered for GST?	Yes ☐	No ☐

Event Overview

Name of the Event		
Event Location		
Event Start Time		
Event Finish Time		
Funding amount requested		
Type of funding (select all that apply)	In-kind ☐	Financial ☐

If your application is successful, Council may decide to part-fund your event/project to support more groups in the community.

Does the organisation have insurance to cover this event?	Yes ☐ A copy of certificate of currency must be provided	No ☐
Does this event require a Place of Assembly License?	Yes ☐	No ☐
Will food and/or drinks be served at this event?	Yes ☐	No ☐
<i>Food providers must have a Food Business Registration with WTC. For assistance relating to the service of food and drinks</i>		

or Place of Assembly, please contact the Environmental Health Officers by phoning 6323 9300.

IN-KIND ASSISTANCE

Event Waste Bins	Yes ☐ QTY:	No ☐
Event Tables	Yes ☐ QTY:	No ☐
Chairs	Yes ☐ QTY:	No ☐
Does your event require Council venue hire?	Yes ☐ If Yes, which venue: _____	No ☐

WTC PROMOTION

If your application is successful, please select if you would like council to assist with the promotion of your event through the following council channels:

Beacon Newsletter	Yes ☐	No ☐
e-Noticeboards at Council offices	Yes ☐	No ☐
Email (Community Services Network)	Yes ☐	No ☐
West Tamar Council Website (events/latest news)	Yes ☐	No ☐

If you have selected yes to any of the above options you will be required to provide a copy of your event flyer/poster to wtc@wtc.tas.gov.au

Detailed description of your event: Describe your event and why you are undertaking it. (100 - 250 words)

How will the event be managed: (100 - 250 words)

How will the event be promoted to the community: (100 - 250 words)

Additional Information: (100 - 250 words)

Budget – Detail the items of expenditure that Council funding will be used for.

Event Expenditure – Include all costs associated with the project and **attached quotes** (inclusive of GST, if applicable).

Event Income – Include all confirmed funding and donations, including materials.

All relevant quotes are attached ☐

Declaration

By signing and submitting this form I declare that the information given in this application is true and accurate to the best of my knowledge. I agree to liaise with Council, should my application be successful, if there are any changes to the project and to submit and acquittal form by close of business 31 March 2026. I understand that the event must take place on the 26 January 2026.

Name	
Role/Position	
Signature	
Date	

Application Checklist

Before you lodge your application, check that you have provided all the required details and documents and check that your budget is accurate and complete.

The information you have provided in the application may initiate additional paperwork/confirmation. Council will contact you directly if required.

The following may assist you, check that you have:

☐	Checked eligibility against the guidelines
☐	Contacted the Community Services Department on 6323 9200 prior to submitting an application to discuss the event and your application
☐	Completed all sections of application form (incomplete will not be assessed)
☐	Attached relevant supporting documents (quotes matching the budget, insurances, letters of support etc.)
☐	Kept a copy of your application
☐	Signed the completed application