

2026 Knox Seniors Festival Application

Form Preview

Call for Events - Knox Seniors Festival

Knox Seniors Festival

The Knox Seniors Festival is a celebration of the City of Knox's residents aged over 55 and recognises the valuable contribution they make to our community. The 2026 festival will begin on **1 October 2026** with a month of activities across Knox and is run in conjunction with the Victorian Seniors Festival. The festival is community driven and includes free or low cost events.

Program Objectives

We are interested in including events that showcase positive and active ageing such as social; sporting; education; cultural; multicultural; and intergenerational events. The events must take place between Saturday 3 October and Friday 31 October 2026.

To promote active ageing by:

- decreasing social isolation
- increasing awareness of opportunities for social and physical activities within the community.

To promote seniors groups and organisations that support seniors' activities by:

- increasing the membership and attendance of seniors groups
- increasing opportunities for networking with other like-minded clubs and organisations within Knox.

How much is available?

Knox City Council will provide the contributions from a grant received from the Victorian State Government. The application for funding is to assist with nominal expenses.

You can apply for up to \$600 towards your event. You may not necessarily receive the full amount for which you have applied.

The total contribution pool for 2026 is \$6,250.

Who can apply?

Any seniors community, club, group or organisation operating in Knox interested in offering an activity catering primarily to older people from 3 to 31 October 2026.

1. Clubs, groups or organisations must:

- Be not-for-profit
- Be non-government and non-political

2026 Knox Seniors Festival Application

Form Preview

- Have an Australian Business Number (ABN) or provide a Statement by a Supplier Form, from the Australian Tax Office (ATO)

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

What criteria do events need to meet?

- Be primarily for people 55 years of age and over and inclusive of all ages and abilities
- Not constitute a regular activity for your group(s)
- Be free or be affordable and offer value for money
- Address at least one of the following:
 - Encourage people to be more physically active
 - Promote social connections, particularly for people who might not usually participate
- Be held within the Knox City Council municipality
- Comply with relevant Council guidelines

As the event organiser you will need to:

- self-manage the event
- promote the event
- conduct a survey of attendees with a questionnaire provided by Knox City Council.

What expenses can be claimed?

- Venue hire
- Cost of transport for participants to and from your activity (within Knox only)
- Catering
- Promotion of event eg printing, advertising in community newspaper, newsletters
- Equipment hire
- Entertainment

What will not be funded?

- Activities that are
 - Profit making or commercial
 - Discriminatory
 - Asking for donations (charities and fundraising)
 - Purchase of alcohol
 - Events held in venues with Electronic Gaming Machines
- Bus trips and excursions (outside of Knox)

What assistance will organisers receive from Knox City Council?

2026 Knox Seniors Festival Application

Form Preview

- Knox City Council will provide advice on publicity and other guidance where necessary
- Knox City Council will support promotion of the event

Important Application Dates:

1. Close of applications:

Every club/organisation who wishes to be considered will need to submit the Knox Seniors Festival Application by **5.00 pm on Friday 17 July 2026**.

Notification of outcome of application:

Knox City Council will endeavor to accommodate as many events as possible, but due to community spread of events, type of events and other factors for consideration, it will not be possible to guarantee inclusion of all events. Successful applicants will be notified by **Wednesday 29 July 2026**. Please note that decisions will be final.

Event Holder Agreement

Knox City Council is delighted that you would like your event/s to be considered for the 2026 Knox Seniors Festival which takes place from Thursday 1st October to Saturday 31st October 2026. This agreement confirms the support that Knox City Council will provide and also the tasks you will need to commit to:

You the organiser will:

- plan and organise the event
- cover your event financial costs.
- take bookings and enquiries for the event/s
- ensure that the event/s and venue is risk assessed
- have an emergency management plan in place
- consider asking attendees to complete forms regarding relevant medical history, if you are including physical activity at your event
- promote your event/s
- provide updates to Knox City Council when requested
- Provide Knox City Council with an event summary and ask attendees agreed survey questions at all events and following the event/s by no later than **Friday 20 November 2026**.

Knox City Council will:

- promote your event/s widely
- attend your event/s where possible
- The Program Lead Social Connections role will assist with information around emergency management planning etc if requested.

Event Details Form

2026 Knox Seniors Festival Application

Form Preview

* indicates a required field

Your Organisation

Is your organisation eligible to apply? *

Yes

No

We have an Auspice

Eligible organisations must be not-for-profit, non-government and non-political and have an Australian Business Number (ABN) or provide a Statement by a Supplier Form, from the Australian Tax Office (ATO). If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

ABN Details

Please enter your organisations ABN *

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.

Note: If your organisation does not have an ABN you will need to be Auspiced

Auspice Details

Auspice Organisation Name *

Auspice ABN *

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	

2026 Knox Seniors Festival Application Form Preview

Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Auspice Contact Person *

First Name

Last Name

Auspice Contact Person Position *

Auspice Email *

Must be an email address.

Auspice Declaration

The auspice organisation must attach and [Auspice Declaration Form](#) and attach below:

Auspice Declaration

Attach a file:

The auspice organisation must attach and Auspice Declaration Form and attach below:

Organisation and Event Details

Organisation name *

Organisation Name

Organisation Contact Person

First Name

Last Name

Mobile Phone Number *

Must be an Australian phone number.

2026 Knox Seniors Festival Application

Form Preview

Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Event Title *

Event type: *

- Entertainment Body and Soul Open days and tours Workshops and seminars Special events Other:

Date of Event *

Must be a date.

Start Time *

Please use format as per example eg. 9:00am

Finish Time *

Please use format as per example eg. 4:00pm

Location of event *

Wheelchair accessible *

- Yes No

Accessibility comments *

Please be mindful that the event should be inclusive to all people in the community (eg. wheelchair accessibility, access to interpreters etc)

Cost of event? *

- Free
 Gold coin donation
 Amount \$

Please specify the \$ amount

2026 Knox Seniors Festival Application

Form Preview

Description of the event/what attendees can expect: *

Word count:

Must be no more than 100 words.

What is involved in the planning or supporting of this event. e.g. another community group donating venue space, another community group assisting with promotion etc. *

Word count:

Must be no more than 100 words.

Please tell us how your event/s meet the criteria of the Knox Seniors Festival. *

Word count:

Must be no more than 100 words.

Please refer to page 1.

Please attach a copy of your current Public Liability Insurance to a minimum of \$10m. *

Attach a file:

How much money are you applying for? (maximum \$650.00) *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Booking Details

Are bookings essential? *

Yes

No

If there is a booking deadline, add date:

Must be a date.

Event Contact for bookings *

First Name

Last Name

Bookings Contact Person Mobile Phone *

Must be an Australian phone number.

2026 Knox Seniors Festival Application

Form Preview

Bookings Contact Person Email *

Must be an email address.

Disclaimer

* indicates a required field

Conflict of Interest

Are you or a family member a staff member at Knox City council? *

- Yes
 No

Do you or a family member have a relationship with a Council staff member or Councillor? *

- Yes
 No

If yes, please explain the nature of the relationship

for example: My partner **, works in the ** Department as a **.

By signing this Event Holder Agreement, all applicants indemnify Knox City Council and its servants and agents of any loss, demands, expenses and claims arising from the running of your events. Knox City Council will not accept any responsibility for loss or damages on the days of the event/s. Failure to provide the above-mentioned documentation may result in refusal of your application.

To participate in the 2026 Knox Seniors Festival, we agree to the following main principles:

We give permission for use from all people featured in any photographs we supply and that the photographs are free of copyright. *

- Yes

We commit to planning and organising the event/s as described in this application *

- Yes

We commit to the expectations of the Knox Seniors Festival as outlined in Section 1 in the Event Holder Agreement *

- Yes

We will accept and welcome all participants from our diverse community *

2026 Knox Seniors Festival Application

Form Preview

Yes

We will provide a safe and comfortable environment for our guests *

Yes

We commit to providing Knox City Council with a detailed feedback form after our event. The deadline for this information will be Friday 8th November 2024 *

Yes

Name *

First Name

Last Name

Position *

Organisation *

Organisation Name

2026 Knox Seniors Festival Contribution

* indicates a required field

EFT Consent Form

Payments will be made by electronic funds transfer into the Organisation's (or Auspice's) bank account.

Organisation Name *

ABN Number *

Must be a number.

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.