

Floriade Community

Grants Program Guidelines 2026

Applications are open from **08-07-2026** through to **27-07-2026**

Chief Minister Treasury and
Economic Development Directorate



CONTENTS

1.	ABOUT THE PROGRAM	3
1.1	Events ACT's role	3
1.2	About these guidelines.....	3
2.	PROGRAM PURPOSE	3
3.	OUTCOMES	4
4.	FUNDING AVAILABILITY	4
5.	ELIGIBILITY REQUIREMENTS	4
5.1	General eligibility	4
5.2	Who cannot apply	5
5.3	What you can use the grant money for.....	5
5.4	What is NOT funded.....	6
5.5	How to submit your application.....	6
6.	HOW APPLICATIONS ARE ASSESSED.....	7
7.	GRANT ACCEPTANCE	8
7.1	Grant requirements and payment process	8
7.2	Funding conditions.....	8
7.3	Goods and Services Tax (GST)	8
7.4	Publication	8
8.	ACQUITTAL OF FUNDING	9
9.	IMPORTANT INFORMATION	9
9.1	Accessibility	9
9.2	Submission time frames.....	10
9.3	Application support and guidance.....	10
9.4	Receiving updates.....	11
9.5	Confidentiality.....	11
9.6	Complaints	11
10.	DISCLAIMER	11
11.	CONTACT INFORMATION	11

1. About the Program

1.1 Events ACT's role

Floriade Community is an initiative of Event ACT.

Events ACT, part of the Chief Minister Treasury and Economic Development Directorate, is the lead agency responsible for the development and delivery of events in Canberra.

Events ACT's key responsibilities include:

- Planning, marketing and delivering a quality suite of community and major events for the city which provide strategic economic, community and social benefits.
- Providing leadership on event-related matters to the ACT Government and to the festivals and events sector, including new major event opportunities and event attraction.
- Contributing to the development of the ACT's events sector, including the management of funding opportunities and the provision of strategic planning support.

The ACT Government recognises the vital role community events play in shaping Canberra's identity and cultural landscape. These events contribute to city vibrancy, celebrate diversity, foster social inclusion, and build community pride and participation.

Community events are essential to creating a progressive, liveable city. They offer platforms for creative expression, reflect the unique character of Canberra, and bring people together through shared experiences.

1.2 About these guidelines

These guidelines outline the application process for eligible participants of the 2026 Floriade Community Program seeking financial support of **up to \$2,500** (excluding GST) through the Floriade Community Grants Program, administered by Events ACT on behalf of the ACT Government.

This funding is intended to support community events that complement Floriade Community plantings and are scheduled to take place during the official Floriade period:

12 September to 11 October 2026.

Please note that funding is limited. All applications will be assessed on merit, and not all applications will be successful. Applying to receive funding does not guarantee funding, and applicants should not assume approval or rely on grant funding as a confirmed source of support.

Our [Frequently Asked Questions \(FAQ\)](#) document may also help answer any questions you have.

2. Program Purpose

The Floriade Community Grants Program is designed to support participants of the Floriade Community initiative who wish to deliver their own local pop-up events. These events are intended to complement their Floriade Community displays and bring the spirit of Floriade into their neighbourhoods.

Each event is the responsibility of the participating community group, empowering them to create a special, locally driven celebration that reflects the broader Floriade experience within their own community

3. Outcomes

The overarching objectives of the Floriade Community program are:

- growing vibrancy and uniqueness of communities
- acknowledging the diversity and inclusivity of the Canberra region
- enhancing community connectedness, pride and social wellbeing
- fostering local creativity and increasing accessibility of Floriade
- stimulating the local economy.

Floriade Community grant program aims to build on the overarching above objectives to:

- Enable vibrant, inclusive, and accessible community events across Canberra's suburbs
- Support creative and innovative uses of community spaces
- Encourage local participation and foster a sense of community pride and connectedness
- Expand the reach of Floriade by supporting community led-activations.

4. Funding Availability

Grants of **up to \$2,500 (excluding GST)** are available to help community groups run events in suburbs and areas connected to Floriade Community plantings.

Funding can be used before and during the Floriade event period. The grant money must only be used for Floriade Community event activities.

If your application is successful, you will need to sign an agreement with the ACT Government. This agreement is called a **Deed of Grant** and will explain the funding conditions and how payments will be made.

Funding Period:	The event must happen during the Floriade period, between 12 September and 11 October 2026.
Funding Amount:	Up to \$2,500.00 excluding GST per Floriade Community group.

5. Eligibility Requirements

5.1 General eligibility

Applications that do not meet the eligibility criteria will not be considered. To apply, you must meet these requirements:

CRITERIA	DESCRIPTION
Applicant Status	You must be part of the 2026 Floriade Community Program.

Event Location	Your event must be in an ACT suburb or town centre, near a Floriade Community planting.
Grant Administration	If your group is not a legal organisation, you must choose one to manage the grant. This organisation must have an ABN and will: • Sign the application • Receive and manage the grant money • Complete all reporting. Examples include: • Incorporated associations • Registered businesses • Companies limited by guarantee
Event Timing	Your event must be held between 12 September to 11 October 2026.
Application Timing	Funding will not be provided for events that have already occurred. Retrospective funding is not available.
No past events	You cannot apply for events that have already happened.
Application Submission	Applications must be completed online through SmartyGrants. Email and late submissions are not accepted.
Event Attendance	Your event must be open to the general public.

5.2 Who cannot apply

These groups cannot apply:

1. Floriade sponsors or partners
2. National institutions or attractions
3. Universities and higher education providers
4. ACT Government organisations
5. Individuals not linked to a 2026 Floriade Community participant.

5.3 What you can use the grant money for

Your application must explain how your event helps the community and fits the program's goals.

You can apply for up to **100% of event costs** (capped at \$2,500.00 per group, excluding GST).

You can use grant money for costs related to running your event, such as:

- **Fees for professionals:** entertainment performers, facilitators, speakers, technical support
- **Venue hire:** cost of renting a space
- **Materials and supplies:** decorations, craft items, gardening items for the event
- **Marketing and promotion:** flyers, social media advertising, signs
- **Temporary equipment hire:** equipment to improve safety or access for people with disabilities. *Note: you cannot use the money for toilets, fencing, or marquees).*
- **Food and non-alcoholic drinks:** items like supplies for a community BBQ.

5.4 What is NOT funded

Events NOT covered by the grant

- Events not near a Floriade Community planting site
- Competitions and award nights
- Reunions or anniversaries
- National day celebrations (like Australia Day)
- Fireworks
- Religious or political events
- Events for personal profit
- Regular or ongoing activities

Costs NOT covered by the grant

- Administration costs
- Insurance or legal costs
- Equipment or office purchases
- Prize money (including gift cards)
- Sanctioning fees (payments to a governing body to officially approve and support an event)
- Staff employment costs (full-time, part-time etc)

5.5 How to submit your application

- Apply online using SmartyGrants: <https://www.smartygrants.com.au>
- Submit your application and documents before the deadline
- You will receive a confirmation email after submitting

Important:

- Late or emailed applications will not be accepted
- Applications that do not meet the eligibility criteria will not be assessed

6. How applications are assessed

Applications will be checked by Events ACT staff. Final approval is made by senior management.

They will assess applications based on:

CRITERIA	DESCRIPTION
Social and Community Benefit	• Show how your event will involve local community and encourage them to join in • Show a clear link to the Floriade Community program • Show how your event will make the community more lively, build pride, and help people connect with each other • Explain why your event time and location are suitable, including how it will: ○ Support or benefit local people and businesses ○ Bring activity and interest to the Floriade Community planting site.
Financial Stability and Sustainability	• Show that your event is financially realistic, with a clear and detailed budget. • Show any confirmed support, including money or in-kind help from community groups, businesses, or sponsors (In-kind support must be clearly linked to specific costs). • Explain how the grant money will help improve or grow your event. • Show that you have a plan to get more funding or income if needed.
Marketing Impact	• Show how your event will help promote and support the Floriade brand. • Show that your marketing (advertising) will effectively raise awareness and encourage people to attend your event.
Risk Profile and Feasibility	• Provide information about your team, including their experience and event planning skills. • Identify any possible risks for your event and explain how you will manage them, such as: ○ Safety risks ○ Money (financial) risks ○ Reputation risks ○ Environmental risks ○ Operational risks (how the event will run)

7. Grant Acceptance

7.1 Grant requirements and payment process

If your application is successful, you will need to sign a formal agreement (**Deed of Grant**) with the ACT Government. This document explains the terms and conditions of the funding, including reporting requirements and when they must be completed.

Events ACT will contact successful applicants and send the agreement, along with instructions on how to receive payment.

The grant will be paid in a one **instalment**, unless the agreement states otherwise. Payment will be made **within 30 days** after the agreement is signed and a valid invoice is received.

7.2 Funding Conditions

If your event is eligible for funding, these conditions apply:

Funding Alignment	Your application must clearly explain how your event will support the Floriade Community display and meet the goals of the program. If possible, include quotes to support your budget.
Funding Limit	You can apply for up to \$2,500 (excluding GST).
Recognition of Events ACT support	If you receive funding, you must acknowledge support from Events ACT. You will also work with Events ACT to promote this support in a way that suits your event.

7.3 Goods and Services Tax (GST)

- All funding requests must be **excluding GST**.
- If you are **registered for GST**, Events ACT will add 10% extra to your grant after you provide a valid tax invoice.
- If you are **not registered for GST**, you will only receive the approved amount with no extra GST added.

7.4 Publication

Information about successful applicants may be shared on the [Events ACT](#) and [Floriade Australia](#) websites.

This may include:

- The name of the organisation or applicant
- A description of the funded activity
- The amount of funding given

8. Acquittal of Funding

All successful applicants must spend the grant money within the time period listed in the Deed of Grant.

After you sign the agreement, a task will be set-up for you in SmartyGrants. You will receive a notification to complete it.

When you have finished spending the money:

- Login to SmartyGrants (<https://www.smartygrants.com.au>).
- Use the same username and password you used for your application
- Complete the acquittal process.

ACQUITTAL REQUIREMENTS

You must submit your acquittal report by the date specified on your **Deed of Grant**.

Your report must include:

- A one-page summary of your event
- What worked well
- What you would do differently next time
- A financial report showing your final budget and actual spending.
(You must clearly show how the grant money was spent and provide evidence such as receipts or invoices for all costs).
- Links to any marketing or media for your event (e.g. social media, photos, articles etc).

What is an Acquittal?

An acquittal is a report that explains:

- How you spent the grant money
- What your event achieved and how it met the objectives of the grant program

It typically includes financial records, receipts, and a summary of results.

9. Important Information

9.1 Accessibility

The ACT Government aims to make its information, services, events, and venues accessible to as many people as possible.

If you need this information in another format (such as large print or audio), please call Access Canberra on **13 22 81**.

- If English is not your first language and you need a translator or interpreter, call **131 450**.
- If you are deaf or hard of hearing, you can use the National Relay Service by calling **1800 555 660** and ask for **13 34 27 (Access Canberra)**.

9.2 Submission timeframes

- Applications open **Wednesday 08 July 2026**.
- Applications close **11:59pm Monday 27 July 2026**.

Late or email applications will not be accepted.

9.3 Application support and guidance

SmartyGrants has an Applicant Guide to help you complete and submit your application:

<https://applicanthelp.smartygrants.com.au/helpguide-for-applicants>

- If you have questions about the funding rules or eligibility, email FloriadeCommunity@act.gov.au.
- For technical problems with the online form, email EconomicDevelopmentGrants@act.gov.au.

Using the Application Form

- Use the menu on the right side to move between sections.
- You can also use the 'Next Page' or 'Previous Page' buttons (at the top and bottom of each page).

Saving Your Application

- You can save your application at any time and come back to it later.
- Log in using the same username and password each time.

Submitting Your Application

- The Submit button is on the last page.
- You must complete all required questions before submitting.

Attachments and Documents

- You can upload documents to support your application.
- Some documents may be required.
- Make sure files are saved on your device (or USB) before uploading.
- If you have problems uploading, contact the program team.

Working as a Team

- More than one person can work on the application.
- Use the same login details.
- Only one person can edit at a time.
- Remember to save your work often.

After Submission

- After you submit your application, it will be reviewed by Events ACT staff.
- Your application cannot be seen until it has been submitted.
- You must upload all supporting documents before submitting.
- If you forget to attach a document, you may be able to reopen your application before the deadline. To do this, contact the Grants Team at EconomicDevelopmentGrants@act.gov.au

9.4 Receiving updates

- Any updates about the Floriade Community Grants Program will be sent via email.
- If you start or submit an application, you will get updates at the email address linked to your SmartyGrants account.

9.5 Confidentiality

- All information you provide will be kept confidential.
- The ACT Government may share details of successful applicants to promote the program.
- Your application details will not be shared with third parties without your permission.

9.6 Complaints

A complaint means you are unhappy with the application process or the decision.

You have the right to raise concerns. Your feedback helps improve the program.

If you make a complaint, you can expect:

1. To be treated fairly, respectfully, and privately
2. Your issue to be looked at as soon as possible
3. To be updated on progress
4. To be told the outcome.

10. Disclaimer

- Events ACT can change these guidelines at any time.
- Applications that are incomplete, not eligible, or late may not be accepted.
- Applying does not guarantee funding.
- There is no guarantee how much funding (if any) you will receive.

11. Contact information

- For questions or complaints, contact Events ACT

Phone: (02) 6205 7606

Email: FloriadeCommunity@act.gov.au

- For technical problems with the application form contact:

Email: EconomicDevelopmentGrants@act.gov.au

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Chief Minister, Treasury and Economic
Development Directorate

July 2026