

Expression of Interest Guidelines

**Fawkner Community Ramadan or
Eid Event 2027**



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Merri-bek City Council invites eligible community groups to apply to plan and deliver a Ramadan or Eid celebration in Fawkner in 2027.

An Expression of Interest is an application that tells us about your group, your event idea and how you would deliver it.

Applications open at 9:00am on Tuesday 28 July 2026 and close at midnight AEST on Wednesday 23 September 2026.

How to apply

Please read this document carefully to learn about the program.

[Complete the online application form](#)

If you need help to apply, an alternative format, or information in another language, please contact us. We can work with you to find a suitable way to apply.

Speak with us in your language



For more information visit merri-bek.vic.gov.au/your-language

Per maggiori informazioni nella tua lingua, chiama il numero **9280 1911**

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لمعرفة المزيد بلغتك، اتصل
بالرقم **9280 1913**

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लिए, **9280 1918** पर कॉल करें

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language not listed here,
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1. About the Program

Council is looking for a community group, community organisation, not for profit group, social enterprise, local business, or club to develop and deliver a community Ramadan or Eid celebration in Fawkner in 2027.

The event program will provide a celebration for the local community and be an inclusive and welcoming environment for both Muslim and non-Muslim residents to experience the traditions of Ramadan or Eid.

The event should aim to:

- Promote belonging, community harmony and positive interaction between different communities
- Strengthen Merri-bek's reputation as a leader in multicultural celebration and inclusivity
- Encourage tourism and support local businesses, restaurants, artists, performers and community groups where possible
- Dependent on the location of the event/s, bring interest and activity to some key Fawkner locations (e.g. Bonwick Street shopping precinct, CB Smith Reserve)
- Support local restaurants, small businesses and community groups.

Council can provide the successful applicant with:

- funding of up to \$50,000
- event-planning advice and support
- help to coordinate Council permits
- waived Council event permit fees
- promotion through Council communication channels

Council has not set a fixed event date, location or event format.

Council welcomes proposals that reflect local ideas, aspirations, and needs. Events must take place during Ramadan or Eid in 2027.

2. Who can apply

To apply, your group must:

- be a Not-for-Profit community group, organisation or club
- be incorporated or work with an incorporated organisation that will receive and manage the funds for you. This is called an auspice organisation. For more information on auspicings, visit Frequently Asked Questions on our [Conversations Merri-bek page: Fawkner Community Ramadan/Eid Event Program EOI](#)
- have a demonstrated history of working with Muslim communities
- have, or be willing to arrange, all required insurances including a minimum of \$20 million in public liability insurance
- have completed the final reporting for any previous Council grants and have no unpaid debts to Council
- be able to provide financial statements and requested supporting documentation.

Local Fawkner-based businesses may be considered where they are partnering with a group or groups that meet the above criteria.

If you are unsure whether your group is eligible, please contact us before applying.

3. Your Group's Responsibilities

If your application is successful, your group will be responsible for:

- planning, development and delivery of an event or celebration for Ramadan or Eid 2027
- preparing an event plan with Council that will include risk, safety and emergency management plans, and traffic and waste plans if needed
- making sure the celebration meets any legal requirements including necessary licences and permits needed for the event and meeting the Victoria Child Safe Standards (with guidance from Council)
- meeting food trading standards and legal requirements
- creating an event that centres on the principles of equity, access, engagement and participation

Your group can:

- charge a small fee for entry, food or stallholders if Council approves it as long as the event remains accessible to the community
- apply for other non-Council grant opportunities or sponsors to help cover event costs.

4. Council Responsibilities

Council will:

- provide a staff member to offer advice and guidance, including assisting the successful applicant with any permits required
- waive Council event-related permit fees
- provide funding up to \$50,000
- promote the event through Council communication channels as appropriate

5. What your application must include

Your application must include:

- your event idea – including the proposed location or locations, number of events, timing, possible event program and activities
- an overview of the groups involved in the proposal including:
 - their roles in developing and delivering the event/s
 - their relationship with the local Muslim and other local communities in Fawkner

We are looking for an event that will create opportunities for people from different cultural and faith backgrounds to connect, learn from one another and develop a greater understanding of Ramadan, Muslim cultures and community traditions

- demonstration of experience working with Muslim communities and working with the Fawkner community
- your understanding of the local community, including what is already happening in the area and how other groups may get involved for it to be a truly community- led event
- an overview of your group's previous experience delivering events to the community
- a consideration of any impact on traffic and to local residents and how these will be managed (with support from Council)
- a draft event budget
- how you will use local businesses, suppliers, artists and performers where possible.

To apply, [fill out the application form on the webpage](#). If you need an alternative way to apply, please contact us and we're happy to work with you on a different way to apply.

Council may ask for further information during the application process

Insurance

The successful group must have or obtain current Public Liability insurance of at least \$20 million and possibly Work Cover as needed for the event

6. How applications will be assessed

A panel of suitably qualified Council staff will assess eligible applications against the following criteria:

- The strength of the event program idea including its practicality, quality, target audience and accessibility
- Experience in designing and delivering community events
- Understanding of and relationship with the local Muslim and other local communities in Fawkner
- Collaboration with other people and groups in the local community
- A realistic budget that demonstrates value for money
- An event plan that shows priority given to local businesses, suppliers, artists and performers

Please [fill out the application form](#) in full to give Council enough information to make a decision.

Council may short-list applicants for interviews or request more information to help make a final decision.

The intention is for Council to find a 'preferred' group through the Expression of Interest process, but Council is not bound to engage any group or review any proposal.

7. Process and Timelines

7.1 Applications

You must complete and submit the applications form by **midnight on Wednesday 23 September 2026**.

We won't accept applications sent after the closing date.

Council is under no obligation to:

- Provide a group another opportunity to respond to this Expression of Interest; or
- Allow a group to vary its proposal once that proposal has been submitted.

The evaluation panel may still consider a proposal that does not meet every criterion.

	Key Dates
Expression of Interest Open	Tuesday 28 July, 2026, 9:00am
Information Sessions	Saturday 4 September 2026 10am- 11am Wednesday 9 September 2026 6.30pm- 7.30pm Location: Fawkner Meeting Room, C.B. Smith Reserve, 77 Jukes Road, Fawkner
Expression of Interest Closes	Wednesday 23 September 2026, midnight
Interviews (if required)	Week beginning Monday 5 October 2026
Notification of outcome	By Monday 19 October 2026
Funding agreement in place	November 2026

Council may change these dates. We will publish any changes on the application webpage and notify applicants where possible.

Information sessions are optional. They are an opportunity to ask questions and get help with your application.

8. Contact us

Please contact us if you have questions, need help with your application, need an alternative way to apply, or would like a free interpreter.

Please contact us by Wednesday 16 September 2026 to allow enough time for us to respond before applications close.

Anne Thomas, Unit Manager Place Activation,

Email: athomas@merri-bek.vic.gov.au

Phone: 9240 1166

Anna Held, Place Activation Officer,

aheld@merri-bek.vic.gov.au

Phone: 9240 2334

Unless your question is specific to your group, we may add questions and answers to the Frequently asked questions section on our [Conversations Merri-bek page: Fawkner Community Ramadan/Eid Event Program EOI](#). This helps make sure all applicants receive the same information. We will not identify the person or group who asked the question.

You can also attend one of our optional information sessions to ask a question, learn more about the program or get help with your application.

They will be held on Saturday 4 September 2026 10am- 11am or Wednesday 9 September 2026 6.30pm- 7.30pm at the Fawkner Meeting Room, C.B. Smith Reserve, 77 Jukes Road, Fawkner.

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