

## Events Assessment Guide

Assessment Criteria Weighting	Assessment Criteria
<b>Detailing your project (40%)</b>	<ul style="list-style-type: none"> <li>● The event description clearly states the purpose of the event.</li> <li>● The aims and benefits are clear and show a strong link between the event and outcomes.</li> <li>● The application demonstrates strong community benefit in the program aims.</li> <li>● The application demonstrates evidence of event partners.</li> <li>● The event strongly aligns with Councils strategic priorities/plans.</li> <li>● There is evidence of the ability to conduct and manage the event.</li> </ul>
<b>Demonstrates good project planning (25%)</b>	<ul style="list-style-type: none"> <li>● The application clearly articulates all tasks in a logical order and how the event will be completed.</li> <li>● There is excellent event planning demonstrated with an accurate timeline. Aims and outcomes are linked to delivering the tasks.</li> <li>● There is a high level of collaboration in planning the event.</li> <li>● If applicable, the event has been registered OR is being planned for registration through Council's events registration process.</li> </ul>
<b>Realistic project budget (25%)</b>	<ul style="list-style-type: none"> <li>● There is a comprehensive budget submitted that has evidence of costs and where income matches expenditure.</li> <li>● The application shows some funds/in kind contribution</li> </ul>
<b>Consideration for project risks (10%)</b>	<ul style="list-style-type: none"> <li>● If permits are required there is some positive evidence that the application will be granted via pre-application documentation.</li> <li>● Risks have been identified and management of those risks been documented.</li> </ul>

This guide is for community events seeking funding under \$1500.00 For new and major events above \$1,500 a Business case for the Council's consideration is required. Business cases for the Council must demonstrate: thorough event planning, consideration for compliance requirements, succinct marketing and promotion plan, demonstrated ability in event management.