

Community Events Grant Guidelines

July 2022



Northern Grampians Shire Council's Grants Programs provide communities, businesses, and local groups with the opportunity to work collaboratively with the council to undertake projects that uplift our community's economic wellbeing and quality of life.

Aims of Northern Grampians Shire Council's Grants Programs

In providing funding, council aims to:

- Grow the economic capacity and engagement of our own people.
- Become a magnet for innovation and investment.
- Develop strong economic development governance, leadership, collaboration, and advocacy.
- Attract investment in enabling infrastructure.
- Create iconic destinations.
- Improve the health and wellbeing of the community.
- Increase healthy eating and active living.
- Foster communities that are inclusive, welcoming and supportive of diversity.

General information

Council is committed to supporting events that enable community groups to provide opportunities for participation, social connection, and celebration of the place in which we live for smaller community events up to approximately 500 people.

Applications for Community Events Grants Program funding can be up to **\$3000** per annum.

The Community Events Grants Program is open throughout the year, until all funds have been expended.

Information about the grant will be communicated and promoted to the public via council's website, social media, and corporate communication channels.

Community Events Program priorities

The Community Events Grants Program will support and encourage community events which will:

- Build community capacity.
- Foster local talent and recognise artistic and cultural strengths within the municipality.
- Attract youth and support cultural diversity.
- Increase participation in and collaboration of the arts in the Northern Grampians Shire.
- Build an inclusive creative community through participation.
- Activate town centres and rural communities.

What the funds can be used for

Items suitable to be funded with the grant include:

- marketing and promotion
- advertising
- promotional materials / equipment
- venue hire
- materials and equipment to be use during the event
- professional services (as stated above)
- catering/refreshments for non-paying events (to be only a proportion of the requested amount).

Who can apply for funding?

Eligibility criteria

All applicants are required to:

- Be a not for profit or incorporated body with an ABN or be auspiced by a not for profit or incorporated body with an ABN and able to provide documentation demonstrating the auspicing agreement.
- Be based in, or demonstrate their event has a direct benefit to the residents of the Northern Grampians Shire.
- Have completed the first stage of the NGSC Events Registration form.
- Demonstrate that the organisation has the capability to run a successful event.
- Not already receive substantial support from council.
- Be able to be compliant with council's regulatory requirements.
- Provide evidence of Liability Insurance. Events, activities, or construction that have a likelihood of causing damage or personal injury must have public liability insurance (of at least \$20 million). Other amounts will be considered where there is no likelihood of damage or injury.

Ineligible applicants

Applications will be ineligible if:

- Organisations or groups are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of Northern Grampians Shire.
- Applicants have received substantial support from Council during the same financial year.
- An individual is applying for funds.
- The funding is clearly the responsibility of spheres of government departments i.e., Regional Arts Victoria.
- The event duplicates other local events that already exist.
- The event has commenced prior to the date on which the funds are released.
- The funds are to be used for ongoing or recurrent operations including wages (Professional services that support project capacity building i.e., consultant fees, professional services, service, or product contractors that directly benefit the project will be considered)
- Previous funding received from council has not been satisfactorily acquitted.

Assessment criteria and decision making process

Successful applications will need to:

- Align with at least one of council's Community Event priorities.
- Have a clear event plan.
- Demonstrate what the expected outcomes of holding the event will be.
- Have been accurately costed.
- Be run by a group or organisation that has the capacity to implement and report on the event.
- Be run by an organisation that has a Responsible Drug & Alcohol Policy (if applicable).

Assessment process:

- All Community Events Grants Program applications are reviewed and assessed by the Community Futures Team who provide recommendations to the Coordinator Community.
- The outcome will take into consideration the total funding pool for the financial year.
- Projects may not receive the full amount requested based on the request and available funds.
- Applications will be assessed within two weeks of the application being submitted.
- Applicants will be notified of the assessment outcome in writing within four weeks of the application being submitted.

Funding conditions if an application is successful

If the organisation/group is successful in obtaining a Community Events Program Grant it will be required to enter into a written agreement with council, stating that the group/organisation will adhere to the following conditions while undertaking the funded project:

- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from council.
- Funds are required to be expended within 12 months of the letter of offer. Funds not expended by this date are to be returned to the Northern Grampians Shire Council unless a written extension is obtained from council.
- Any change to the original submission must be approved by Northern Grampians Shire Council in writing.
- To hold an event relevant permits and approvals are required prior to commencement.
- Groups/organisations are required to participate in media and communications opportunities that promote the council's Community Events Grants Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council.
- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo. Use of the logo must be approved by the Northern Grampians Shire Council Media and Communications Department.
- Groups/organisations are required to meet relevant government legislation requirements (eg Occupational Health & Safety Issues, Risk Management, Equal Opportunity, Workcover, Privacy).
- Groups/organisations are required to ensure volunteers are registered with the group/organisation and adequately covered by insurance.
- A grant acquittal must be submitted to council one month after completion of the event. The acquittal is to include details of the success of the project, photos of the completed project and an income and expenditure statement detailing the grant from council and how this was expended.
- Grant acquittals are submitted via the Northern Grampians Shire Council website and council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the evaluation process is incomplete.

Referenced Council Plans/Strategy

Grants Funding Policy 2021

Events Policy 2021

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25