

Community Events Grant Guidelines

July 2024



Northern Grampians Shire Council's Funding Program provides 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.

About the grant

A "Community Event" is an event managed and delivered by a local not-for-profit group or organisation for the purpose of education, fundraising, social, fun and entertainment value, and civic and ceremonial events.

A Community Event is considered an event of up to **approximately 500 people** with the primary purpose of **attracting the local community** but may also attract patrons from outside the region.

A community event can be:

- a **localised celebration** for under 100 people
- an event **open to all NGS residents** and visitors for over 100 people

Funding available will be dependent on the type of event:

- a **local celebration** can receive up to **\$1500**
- a **larger community event** can receive up to **\$3000**



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

Grant Objectives

The Community Events Grant Program aims to support and enable local groups to hold events that:

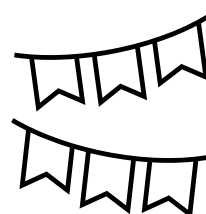


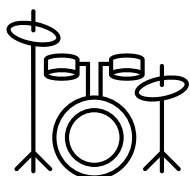
- encourage inclusiveness, social connection and belonging
- build community capacity
- encourage community pride (civic and ceremonial)
- celebrate people and place
- support the needs and aspirations of the diverse communities in the shire

What the funds can be used for?

Items suitable to be funded with the grant include:

- marketing and promotion to raise the profile of the event
- advertising in the local papers
- venue hire





- materials and equipment needed during for the event
- professional services (e.g., musician, consultant, facilitator)
- catering/refreshments for non-paying events (the amount available for catering and refreshments is dependent on the type of event and the number of people attending).

Who can apply for funding

You can apply for funding if:

1. You are a registered **not-for-profit group or organisation** with an Incorporation Certificate and/or an ABN. If your group/organisation has neither of these an organisation that does can support you as the legal entity.
2. You are based in or can demonstrate your request has a direct benefit to the residents of the Northern Grampians Shire.

Eligibility requirements

Your group/organisation can apply for an event grant if you:

- ✓ have completed the first stage of the NGSC Events Registration form
- ✓ can align the request with one of the grants objectives
- ✓ can be compliant with council's regulatory requirements if required
- ✓ can 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.

Applications will be ineligible if:

- you have received substantial support from council during the same financial year
- are 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 before the outcome has been decided
- the funds are used for ongoing or recurrent operations including wages
- previous funding received from council has not been satisfactorily acquitted
- the event may be perceived to discriminate, denigrate, exclude, or offend marginalised minority groups
- the event may be perceived as hazardous to the community.

How to apply

- You must contact the Community Development Team to discuss your activity/initiative and grant availability prior to applying.
- Grant applications are to be submitted online using the Smarty Grants platform.
- When you apply, you will receive a submission and acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.

How the application is assessed

Successful applications will need to:

- demonstrate the benefits of the event to the community
- have a clear event plan if required
- have been accurately costed
- align with at least one of the grant objectives
- 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).



The assessment process involves:

- the applications being reviewed and assessed by the Economic and Community Development Teams who provide recommendations to the Coordinator Strategic Planning and Community Development
- decisions being made on the type of request and available funds
- consideration being made of the total funding pool for the financial year
- applications usually being assessed within two weeks of the application being submitted
- applicants usually being notified of the assessment outcome in writing within four weeks of the application being submitted.

Funding conditions if your application is successful

If your organisation/group is successful in obtaining a Community Events 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.
- Any change to the original submission must be discussed with the Grants Officer and outlined in an Event Variation Form in Smarty Grants.
- 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.
- 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 Grant Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support of the Northern Grampians Shire Council using the provided logo.
- Groups/organisations are required to meet relevant government legislation requirements (e.g. 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 via the Smarty Grants platform. 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.

Referenced Council Plans/strategy

Funding Policy 2024

Events Policy 2024

Events Strategy 2023-33

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25

Applicable Legislations and standards

Gender Equality Act 2020

Child Safety Act 2015

Equal Opportunity Act 2010

Charter of Human Rights and Responsibilities Act 2006

Age discrimination Act 2004

Fair Access Policy 2024

Sex Discrimination Act 1994

Disability Discrimination Act 1975