

Small Town Festive Event Grant

Includes Christmas and Festive Celebrations

COVID-19 Response Round

Funding Guidelines

Share in a total of \$7,000

Funding for \$500 - \$2500 per event or celebration

FUNDING TIMETABLE	
(for events between 1 November – 31 December 2020)	
Applications open	27 July 2020
Applications Close	26 August 2020 at 5pm
Collate and Assess applications	From August 26 2020
Council Meeting - recommended allocations are considered / approved	September 2020
Notify successful applicants	September 2020
Notify unsuccessful applicants	September 2020
Distribute Funds	Subject to application timeframe, from September 2020
Acquittal due	30 April 2021

Please call the Grants Coordinator if you need assistance with your application

Phone: 5832 9700

Small Town Festive Event Grant 2020 Events

Introduction

Greater Shepparton City Council can support local small town Festive Events and Celebrations by way of cash support, in kind support, event equipment, marketing and promotion assistance.

The grants will assist in recovery from the impact of the COVID-19 Pandemic, giving support for the event and sustainability for the future.

Providing funding to community groups for these events/celebrations gives Council the opportunity to enhance community spirit and encourage participation across all sectors of the community.

Applicants are encouraged to consider the COVID-19 pandemic within their applications and include relevant additional inclusions they may need to be implemented into their event to ensure appropriate adaption to any potential government restrictions that may be in place.

If your event does not go ahead as planned between 1st November 2020 and 31st December 2020 any funds received will need to be returned to Council.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns; however other localities may also apply.

- | | |
|-----------------|-------------|
| • Congupna | • Dookie |
| • Katandra West | • Merrigum |
| • Mooroopna | • Murchison |
| • Tallygaroopna | • Tatura |
| • Toolamba | • Undera |

These grants aim to support and strengthen the community with the capacity to attract the whole community to come together and celebrate and share festive occasions.

Objectives

The intention of the funding is to assist with facilitation of an event/celebration which achieves some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage community participation in festive celebrations and/or activities
- Enable community members to acquire or develop a new skill

- A welcoming and inclusive celebration/event for the whole community
- Event/celebration to be held in an accessible community space
- Showcase local talent, or provide artistic and/or cultural activity within your event/celebration
- Adequate marketing and promotion of your event/celebration

Criteria

To support the application, applicants will need to provide the following:

- Background of the organisation, club or group
- Description of the proposed event/celebration detailing any social and/or economic benefit
- Financial budget detailing expenses relating to the event/celebration
- Evidence of other support or sponsorship for your event/celebration (please include in application)
- Evidence of Public Liability policy of \$20mill (please included in application)
- Completed Return to Action Agreement Form (COVID-19 Government requirements)
- Current Event Risk Management Plan (a template can be obtained from Council's website or by contacting the Events Team on 5832 9700)
- Recognition of support from Greater Shepparton City Council by approved use of Greater Shepparton City Council logo or signage
- Acquittal and budget (actual) by due date

Eligibility

- Applications can be made by not for profit groups or organisations
- Applications can be made by Community Planning Groups
- Where an application is made by a group that is not an Incorporated Association; the applicants will need to nominate another incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ('auspice the grant') on their behalf. A letter will be required for your auspice organisation confirming their wiliness to accept the auspice role
- Applications are only eligible for one Festive and Events Grant per year

What will NOT be funded

- Applications received after the closing date
- Applications for events/celebrations that will not take place between 1 November – 31 December 2020
- Applicants who have previously been funded by Council and have failed to comply with the financial and reporting requirements
- Applications will not be accepted from or on behalf of individuals (see eligibility criteria)
- Groups/Organisations that operate for profit
- Groups/Organisations that have received funding from another Council funding scheme for the same celebration/event
- Fundraising activities
- Politically based organisations or an event/celebration with a political message
- Groups or organisations who are in debt with Council
- Prize money
- Groups that receive direct income from electronic gaming machines

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). Income and expenditure must be equal. Please provide copies of quote/s if any one item exceeds \$2,000 with your application.

It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the budget section.

In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Person or organisation*	Task	Hours/Rate	Amount In-Kind*
Committee	Labour set up and remove display	10 hrs/\$25	\$250
Recreation Reserve	Loan of tables and chairs		\$100
Joe Blough	Sound equipment and tech support	4 hrs/\$40	\$160
Mary's Newsagents	Photo copy flyers		\$100
			Total* \$610

[Add Row](#)

Sample Budget

Income	\$	Expenditure	\$
Council Event Grant	\$2,000.00	Face Painting	\$80.00
Market Stall	\$600.00	Community group payments	\$500.00
Cars and Public Entry	\$1,000.00	Bar	\$560.00
Bar	\$800.00	Canteen and BBQ	\$1,750.00
Canteen and BBQ	\$2,000.00	Jumping Castle	\$250.00
	\$	Musicians	\$500.00
	\$	Music equipment hire	\$250.00
	\$	Prizes for Colouring Competition	\$60.00
	\$	Prizes for Car Competition	\$550.00
	\$	Marque Hire	\$300.00
	\$	Craft Table	\$100.00
	\$	Flyers Printing	\$700.00
	\$	Folding of Flyers and distribution	\$100.00
	\$	Advertisement	\$700.00
	\$6,400.00		\$6,400.00

GST

If your organisation is registered for GST – or required to be – and receives grant funding from Council it does not have to pay GST on the funding payment unless it makes a 'supply' in return for the payment. Please refer to the www.ato.gov.au website for further details.

PLEASE NOTE: All funding amounts are GST Inclusive.

Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will be guided by the applicant's ability to address some or all of the funding criteria and objectives listed in this document.

Once the panel has assessed your application their recommendations will be:

- Presented to the Director of Sustainable Development for approval who will make the final decision of grants to be awarded.
- All applicants will be notified in writing as to the outcome of their application and payments will be made prior to the 30th September, 2020.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals/permits maybe required to carry out proposed events/celebrations. Applicants should discuss their event/celebration with the responsible body e.g. Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

Supporting local business/economy

Wherever possible, Council encourages local sourcing of goods and services.

Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are deaf

For further information, please contact Council's Access and Inclusion Officer on 5832 9700.

Cultural Diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of the following:

- Advertising events in plain English
- Ensuring an invitation to your event/celebration is open to everyone
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Considerations of uniform alterations for religious dress wear practices
- Availability of interpreters and translated information

For further information please contact Council's Multicultural Development Officer on 5832 9527.

Environment

Council aims at ensuring that the environment is a major priority in planning for the future. When planning your event, consideration should be given to how you can avoid having a negative impact on our environment and promote sustainability.

Sustainable event management (also known as event greening) is the process used to produce an event with particular concern for environmental, economic and social issues. Sustainability in event management incorporates socially and environmentally responsible decision making into the planning, organisation and implementation of, and participation in, an event. Event greening should start at the inception of the project, and should involve all the key role players, such as clients, organisers, venues, sub-contractors and suppliers.

There are many areas where organisers can have a positive impact when hosting an event. Greening practices are practical things that can be done to encourage sustainable living and Council encourages that the following greening practices should definitely be considered when planning or implementing your event:

- Eco-procurement or green purchasing
- Waste minimisation and management
- Energy efficiency
- Water conservation
- Emissions reduction
- Biodiversity conservation
- Social and economic development

Acquittal

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of your event. Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that did not go according to plan
- A completed Financial Budget representing Actual expenses
- Copies of promotional materials, photographs or video for the purpose of promoting the Festive Event Grant through Council publications and website

All projects should be completed and acquitted within four months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of Councils Festive Event, Australia Day Grant or Small and Major Event Grants until their acquittal is completed and reviewed by Council.

Greater Shepparton City Council warmly welcomes your application.