

2024 Small Town Community Celebration Grants

**Providing funding for the Greater Shepparton
community to hold celebrations on 23-25 January or
27-29 January 2024.**

Funding Guidelines



**Share in a total of \$9,000
Funding of \$500 - \$3000 per community celebration**

FUNDING TIMETABLE

For events to be held between 23rd to 25th and 27th to 29th January 2024

Applications open	Thursday 19th October 2023 @ 8am
Applications Close	Sunday 12th November 2023 @ 11pm
Notify outcome to applicants	Friday 24th November 2023
Distribute Funds	As soon as possible on completion of all relevant paperwork
Acquittal due	Friday 1st March 2024

Introduction

Greater Shepparton City Council recognises that Australia Day, held on 26 January, remains Australia's national day, however it is not a day of celebration for all particularly for Aboriginal and Torres Strait Islander People. In recognition of this, Council resolved to replace the Australia Day Small Town Grants Program with a Small Town Community Celebrations Grants Program that provides funding for the Greater Shepparton community to hold their own celebrations on 23-25 January, or 27-29 January. Support will be provided through a grants funding, in kind support, usage of Council owned event equipment, and marketing and promotion assistance. Funding is only available for events that will be held within the Greater Shepparton municipality.

How to Apply:

It is a requirement that applicants apply with a formal grant application via Council's Smarty Grants portal at:

<https://greater-shepparton.smartygrants.com.au/>

Grant applications open Thursday 19th October 2023 at 8am

Applications close Sunday 12th November 2023 at 11pm

Please read the guidelines carefully to ensure you are eligible to apply and to assist you to complete all sections of the application process.

For any further questions about these grants, please contact Greater Shepparton City Council's Major Events Coordinator, Megan Treacy on (03) 5832 9858 or events@shepparton.vic.gov.au

Objectives

The intention of this grants program is to assist with the facilitation of community celebrations which achieve some or all of the following objectives:

- To build new social connections and partnerships within communities, or reinforce those that already exist
- To encourage the celebration of our community
- To provide a welcoming and inclusive celebration for the whole community.
- To ensure events are held in accessible community spaces
- To showcase our community identity by engaging local talent, or providing artistic and/or cultural activity at the celebration
- To recognise local and Greater Shepparton Australia Day Award winners
- To adequately market and promote the celebration to community
- To recognise the full history of Australia
- To enable community members to acquire or develop a new skill.

Criteria

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

- Background of the organisation, club or group
- Description of the proposed celebration detailing any social and/or economic benefit
- Evidence of the recognition of the full history of Australia in the celebration planning and delivery
- Financial budget detailing expenses relating to the celebration
- Evidence of other support or sponsorship for the celebration
- Evidence of Public Liability cover to \$20M
- Current Event Risk Management Plan (a template can be obtained from Council's website or by contacting Council's Major Events Team on 5832 9700)
- Recognition of support from Greater Shepparton City Council by approved use of Greater Shepparton City Council logo or signage
- Post event report and budget (actual) by due date after the event.

Eligibility requirements

- Celebration must be held between 23–25 or 27-29 January 2024
- 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 that is willing to manage the grant funds ('auspice the grant') on their behalf. A letter will be required from the auspice organisation confirming their willingness to accept the auspice role
- Applications can only be eligible for one Small Town Community Celebration Grant per year
- The inclusion of an Acknowledgment of Country / and or Welcome to Country.

What will NOT be funded

- Celebrations held on dates other than 23-25 January and 27- 29 January 2024
- Applications received after the closing date
- 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 event
- Fundraising activities
- Politically based organisations with a political message
- Groups or organisations who are in debt with Council
- Prize money and/or gifts
- Groups that receive direct income from electronic gaming machines.

Budget

The budget should include details on all income (including all sources of funding which will be used to deliver the project). All expenditure must be listed, meaning all costs involved to deliver the event must be listed. Income and expenditure must be equal. Please provide copies of all quotes with your application where possible.

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

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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 not GST applicable

Supporting local business/economy – Use of local suppliers:

Applicants should consider giving priority to local suppliers for the delivery of their event. Applications that include the use of local suppliers will be given a higher priority for selection.

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.

The assessment panel's recommendations for this Small Town Community Celebration Grant 2024 will be:

- Presented to the Director Sustainable Development for approval who will make the final decision on funds to be awarded for this grant.
- Council officers will endeavour to notify applicants in writing as to the outcome of their application by Monday 11th December 2023.

Once the panel has assessed your application:

- All applicants will be notified in writing as to the outcome of their application.

- Council will be presented with a Council Report prepared by Council Officers for noting at a Council Meeting.

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 to be referred to another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals/permits may be required to carry out the proposed celebration. Applicants should discuss their event 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 the necessary 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.

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 consideration of the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Provision 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 hearing impaired.

For further information, contact Council's Access and Inclusion Officer on (03) 5832 9700.

Aboriginal Recognition/Engagement

- The recognition of the full history of Australia reflected in the event.

The event must include:

- An Acknowledgment of Country and/or Welcome to Country

For further information contact Council's Aboriginal Engagement Officer on (03) 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 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 or Coordinator Major Events on (03) 5832 9700.

Environment

When planning your event, consideration should be given to how you can avoid negatively impacting on our environment and promoting 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.

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 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
- Single use plastics principles and current State Government legislation.

Acquittal

Recipients of grant funding will be required to report back to Council when their project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of funded events.

Acquittals should include:

- A summary of the project including feedback on the things that went well and also things that did not go according to plan
- A financial statement must be completed together with receipts attached
- Copies of promotional materials, photographs or videos for the purpose of promoting the Small Town Community Celebration Grant through Council publications and website.

All projects should be completed and acquitted by Friday 1 March 2024.

A group that fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of Council Grant Programs until their acquittal is completed and reviewed by Council.

Major Events Assistance:

In addition to providing grants, the following assistance and advice is available from Council's Major Events Team to event organisers who deliver an event in Greater Shepparton:

- Specialised event advice on meeting and managing the expectations of the Community Celebration event
- Specialised event advice (site planning, risk management, OH&S)
- Assistance with promotion, marketing and advertising strategies
- Assistance with selection of appropriate accommodation for external visitors
- Assistance with selection of event and function venues and facilities for entertainment options
- Assistance with pre and post touring options around the region if required
- Assistance with obtaining appropriate event permits required in the region
- Equipment assistance such as bollards, witches hats, event signage, branded signage, and flags.

For further information please see the website:

www.greatershepparton.com.au/visitors/major-event/events-assistance

Or contact:

Major Events

Greater Shepparton City Council

Ph: (03) 5832 9700

Email: events@shepparton.vic.gov.au

Greater Shepparton City Council warmly welcomes your application.