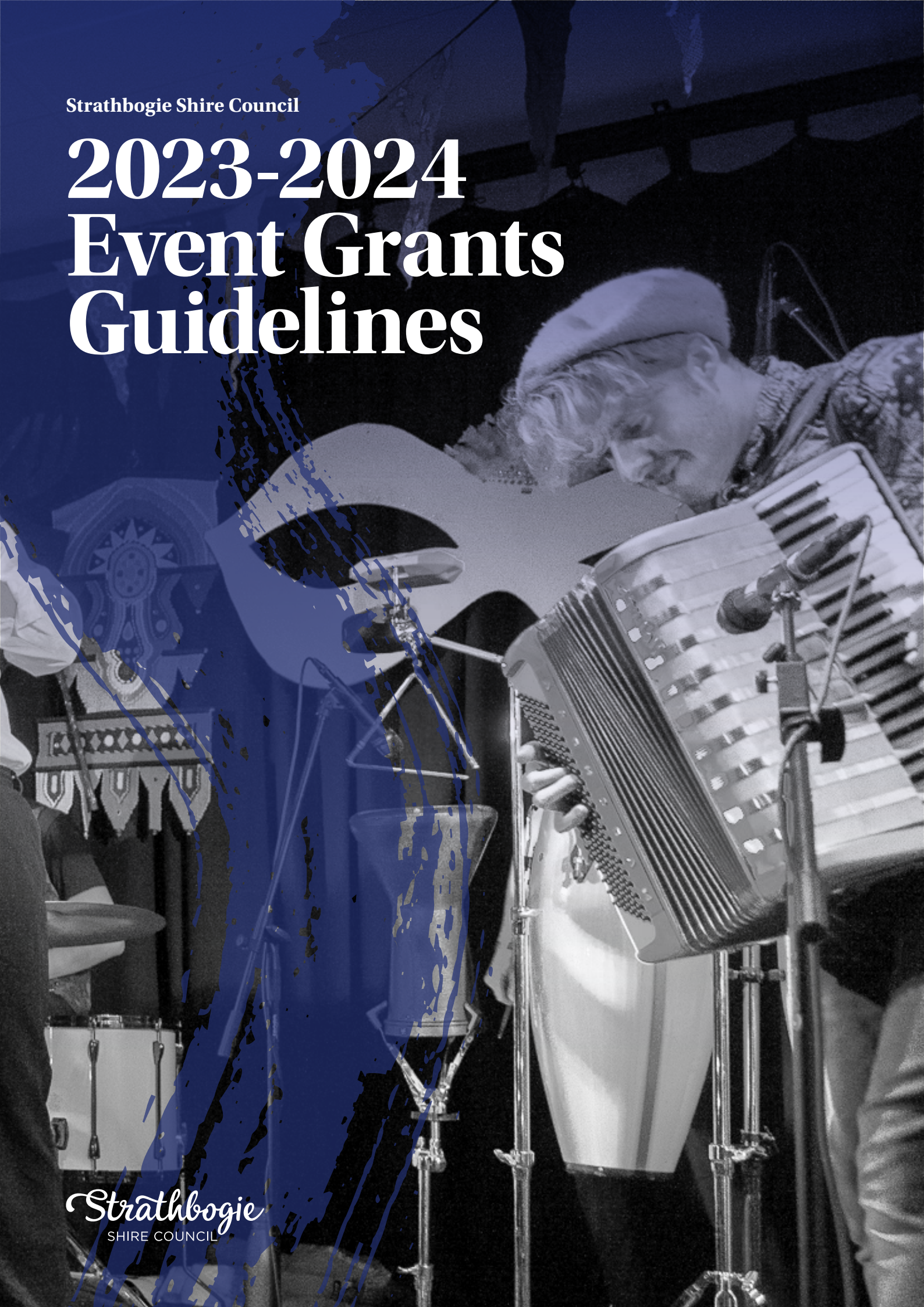


Strathbogie Shire Council

# 2023-2024 Event Grants Guidelines

*Strathbogie*  
SHIRE COUNCIL



## Event Grant Guidelines

**Strathbogie Shire Council's Event Grants** contribute funds to events that align with the 2021-2025 Council Plan bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action.

Strathbogie Shire Council values the role community plays in building a resilient, inclusive, vibrant Strathbogie Shire.

These grants support local community groups implement accessible events that they design and deliver. Outcomes of funded events may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, positive cultural or environmental outcomes, economic development, and increased visitor economy.

The 2021-2025 Council Plan can be found at:

[https://www.strathbogie.vic.gov.au/images/Plans\\_policies\\_Strategies\\_reports/Strathbogie\\_Shire\\_Council\\_20212025\\_Council\\_Plan.pdf](https://www.strathbogie.vic.gov.au/images/Plans_policies_Strategies_reports/Strathbogie_Shire_Council_20212025_Council_Plan.pdf)

### Funds available

**Grants of up to \$5,000** are available in this program. If successful, applicants must provide a matching contribution to the value of \$1 for every \$3 (cash or in-kind) of the total grant funds allocated.

### Before you get started

Before applying:

1. Read these guidelines and check your eligibility
2. Discuss your application with the Events Team prior to submission. The Events Team can be contacted on 5795 0000

Note: Council Officers can assist with the application process but are unable to review draft applications.

### To apply

Applications must be submitted online at [Grants and Funding | Strathbogie Shire](#)

### Key dates

Applications open on **June 26**, 2023 and remain open for the financial year or until the Event Grant's budget is expended.

All Event Grant applications undergo a rigorous three step assessment before they are presented for a final funding decision at a monthly Council meeting. Applications must be submitted at least **8 weeks** prior to your event to accommodate the assessment and approval process.



## Who can apply?

### Who can apply

- ✓ Incorporated groups based in Strathbogie Shire, or unincorporated not-for-profit groups based in Strathbogie Shire auspiced by an appropriate incorporated association with:
  - a minimum \$20,000,000 Public Liability Insurance
  - an ABN

### Who cannot apply

- ✗ An individual
- ✗ Emergency services
- ✗ Educational institutions
- ✗ Religious organisations or institutions
- ✗ Political organisations
- ✗ Commercial, profit-making organisations
- ✗ State or federal government agencies
- ✗ An elected member or employee of Strathbogie Shire Council. Elected members or employees of Strathbogie Shire Council cannot be involved in the development of an application and are not eligible to sign or be listed on any grant
- ✗ Groups who have an overdue acquittal from a previous funding application
- ✗ Groups who have already received an Event Grant this financial year
- ✗ An auspice organisation that has provided auspice to another Event Grant application this financial year

## Auspice

To auspice is to lend support to another person or group. In the context of grant applications, the auspice organisation is one that receives the grant money on your behalf and is ultimately responsible to ensure the project is completed. You may need to seek an auspice organisation if your group is not incorporated, does not have a bank account or if your group will not be ongoing; you should partner with an organisation with a similar vision or values to yours.

If you require an auspice arrangement you will need to provide a letter of support by your auspice organisation or have the auspice organisation submit the application.

More information about using an auspice arrangement can be found at

[What is auspicing? | Not-for-profit Law \(nfplaw.org.au\)](https://www.nfplaw.org.au)

## What will and won't be funded?

### YES

- ✓ Affordable events that bring people together and enable participation and skill sharing
- ✓ Events that will have positive social and/or environmental, and/or cultural outcomes e.g. *promote diversity, inclusion, physical activity, wellbeing, safety, community arts, environmental conservation, waste reduction, action on climate change, cultural awareness*

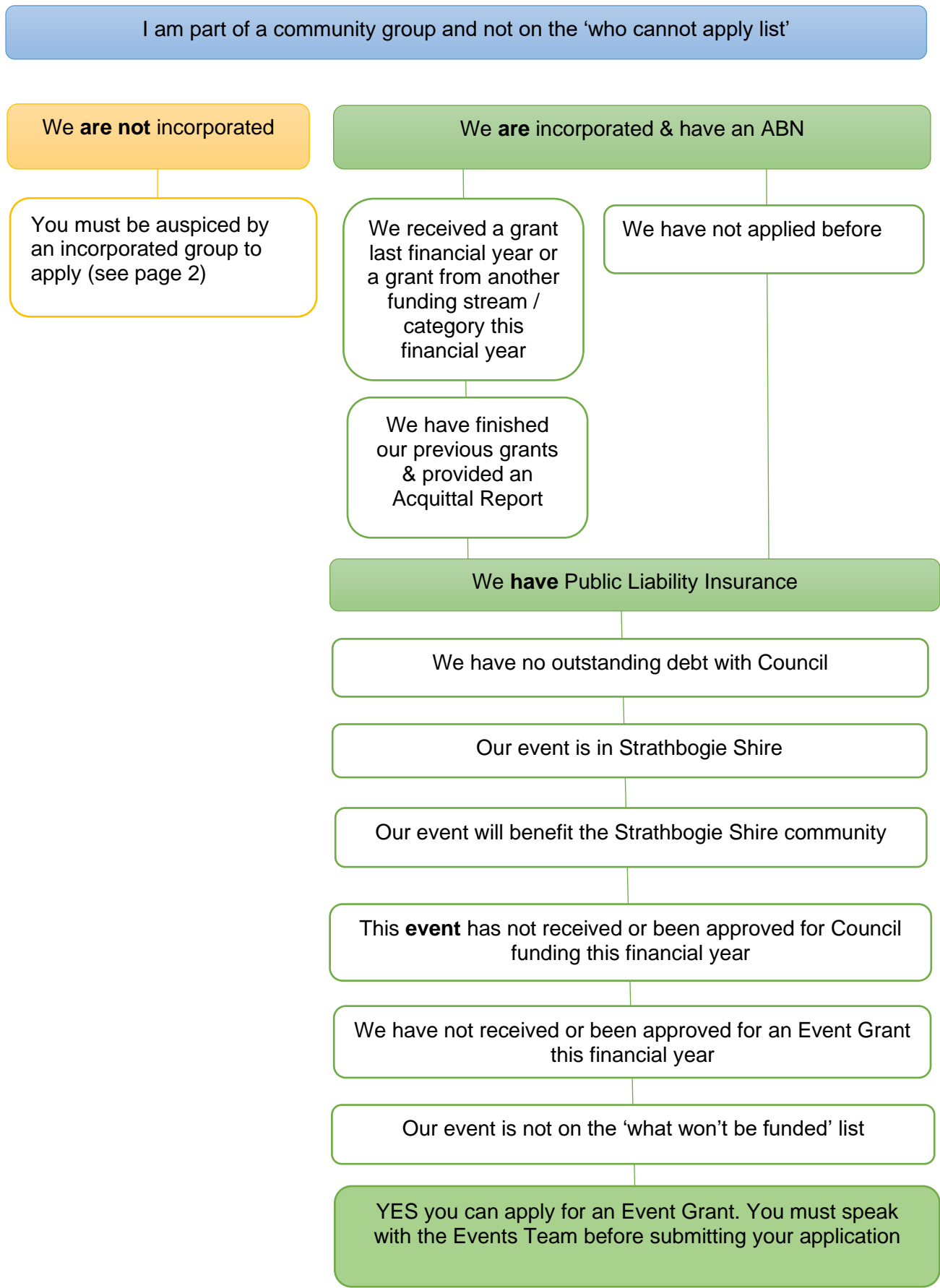
## OFFICIAL

- ✓ Events that express or celebrate local identity and the unique values of individual places and townships
- ✓ Events that celebrate and/or showcase Strathbogie Shire, and provide a range of community benefits including supporting economic development and the visitor economy

### NO

- ✗ Applications received less than 8 weeks prior to the event
- ✗ Events that have already received or been approved for Council funding this financial year
- ✗ Events outside of the Strathbogie Shire municipality
- ✗ Retrospective funding for events that have already occurred
- ✗ Events that do not align with our Community Vision
- ✗ Events for political purposes and/or promotion
- ✗ Events that celebrate January 26th
- ✗ Events where the sole focus is fundraising
- ✗ School awards or school fundraising events
- ✗ Private events being defined as events where participants are selectively invited to participate & not broadly accessible to the local community
- ✗ Events that promote smoking, gambling, or drugs, or where the sole focus is alcohol and alcohol consumption.
- ✗ Costs of attending conferences or sporting events, and travel or accommodation
- ✗ Fundraising costs or prizes
- ✗ Operational costs e.g. rent, utilities
- ✗ Staff wages (this does not include payment of contractors or services to deliver the project/event) or payment to a service provider under the same ABN as the applicant
- ✗ Costs of permit fees including alcohol licence applications

### Can I apply for a grant?



## How will my application be assessed?

The Assessment Process involves several steps.

### Step 1: eligibility check

Council Officers conduct eligibility checks on all applications, refer to the 'Who can apply' and 'What will and won't be funded' sections. If your application is ineligible, you will be notified within five business days from receipt of your application.

### Step 2: pre assessment panel screening

Applications that meet the eligibility criteria undergo pre assessment panel screening where they must meet the following criteria before they can move to Step 3:

Applications:

- are complete and have provided required documentation
- have provide a balanced budget including accurate in-kind contributions, evidence of other funding sources, and quotes valid for 3 months
- have a matching contribution from the applicant to the value of \$1 for every \$3 of the total grant funds requested
- include the value of the in-kind contribution from Council into the total amount of funding requested not exceeding the funding maximum of \$5,000
- have evidence of community support
- have listed partner organisations
- have listed other funding sources
- have completed a Risk Assessment

If your application does not meet these criteria, you will be notified within 5 business days from the date of the pre-assessment screening and provided the opportunity to update your application and resubmit within 5 business days of receiving notice.

### Step 3: assessment panel review

Strathbogie Shire Council's Community Grants Program is a competitive process, funds are awarded based on merit. When your application meets the pre-assessment panel screening criteria, your application moves to the final assessment stage where it will be reviewed by a panel made up of three or more Council Officers using the following criteria:

% of score	CRITERIA
40%	<p><b>Why</b> is the proposed event needed and how have you identified that need?                      Why is the event important?                      Does it have community support?</p>
40%	<p><b>What</b> are you delivering and what do you hope to achieve?                      How will the community benefit?                      You will be asked to identify the potential positive outcomes of your event which may include:</p> <ul style="list-style-type: none"> <li>▪ social connection</li> <li>▪ inclusion &amp; gender equity</li> <li>▪ health &amp; wellbeing</li> <li>▪ safety</li> <li>▪ community arts</li> <li>▪ positive cultural outcomes</li> <li>▪ positive environmental &amp; climate change outcomes</li> <li>▪ upskilling of local volunteers</li> <li>▪ celebrate Strathbogie Shire</li> <li>▪ economic development</li> <li>▪ increased visitor economy</li> </ul> <p>N.B applications that can demonstrate a potential positive impact on inclusion, gender equity, and positive environment &amp; climate change outcomes will have higher weighting to their scores</p>
20%	<p><b>Who</b> is delivering the event?                      Do they have the ability to deliver the event?                      Can they demonstrate strong event management – scope, schedule, budget, &amp; risk management                      Can they demonstrate organisational capacity?</p>

The questions under the Why, What, Who categories are example questions only. For questions appropriate for your grant category, refer to the online Application Form.

### Funding Recommendations

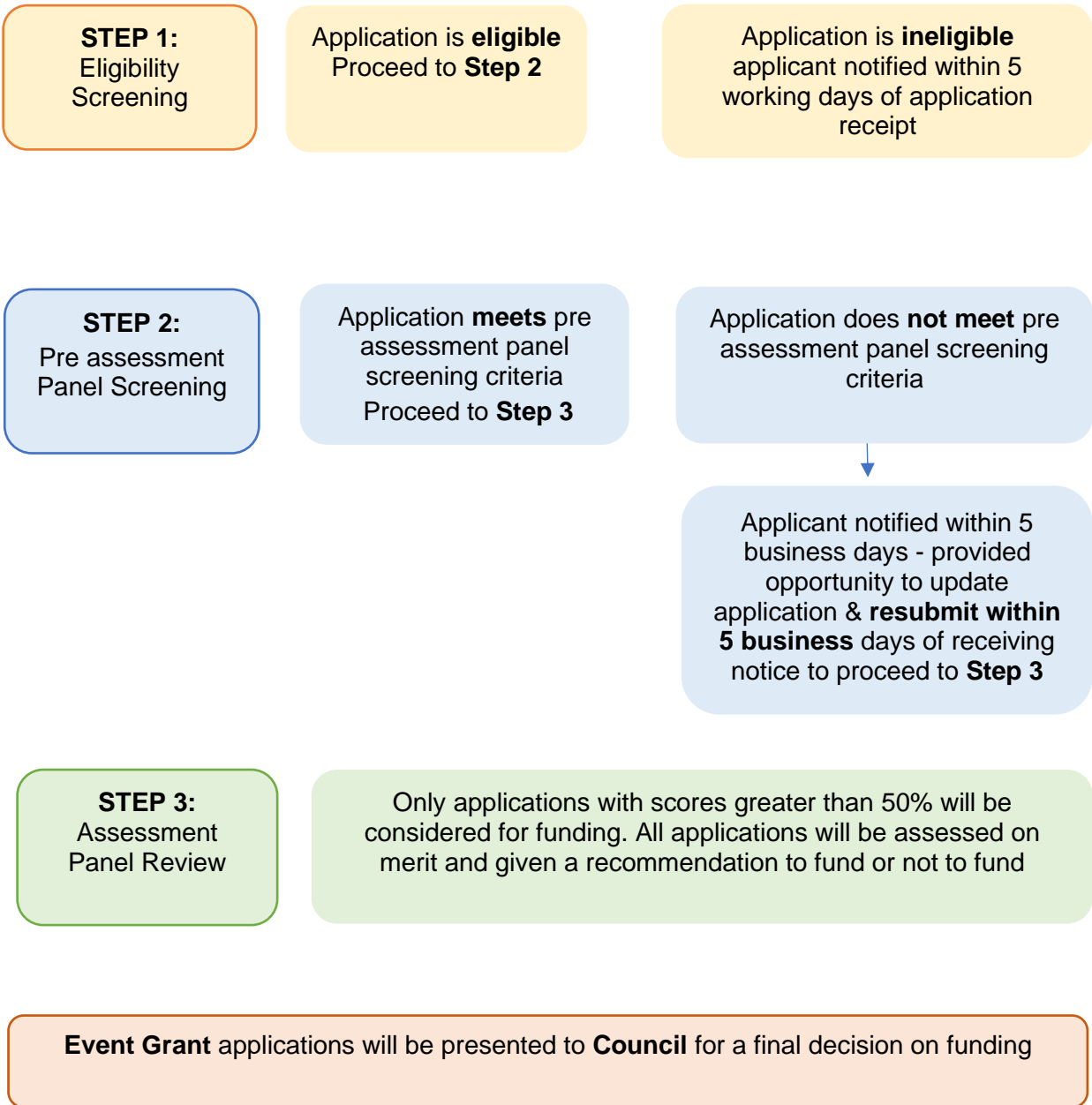
All applications will receive a score from the Assessment Panel for each of the Why, What and Who categories.

Applications require a minimum of 50% in each category to be considered for funding.

All applications will receive a funding recommendation from the panel. Applications will be either recommended for funding with a funding amount, or not recommended for funding.

All Event Grant applications will be presented at a Council meeting for the final decision.

Assessment process





## Funding Information

### Funding details

The final decision on whether to fund or not to fund your event is informed by a rigorous assessment process. You must also be aware that you may not be allocated the full amount you requested. This decision could be based on the results of the assessment or to assist Council manage demand to ensure fair and equitable access to the Community Grants program.

You will be advised in writing of Council's decision which will be final. There is no review or appeal process.

### Funding Agreement

When a grant is awarded, you will be offered a Funding Agreement with Council specific to your event.

In accepting a Strathbogie Shire Event Grant, you are committing to:

- Signing a Funding Agreement prepared by Council, specific to your event.
- Using the funding provided for the approved activities/items only.
- Not undertaking any changes to budget items in the application without prior written approval from Council
- Returning any unspent funds at the completion of the project or the end of the Funding Agreement unless prior approval in writing from Council has been obtained.
- Providing an Acquittal Report in line with the conditions outlined in the Funding Agreement
- Notifying Council of any changes to key event contacts and providing relevant contact details within five business days of the changes
- Acknowledging Council's funding support in line with Strathbogie Shire Council's 'Acknowledgement and Publicity Guidelines' [20210603-Guidelines-Acknowledgement-and-Publicity.pdf \(strathbogie.vic.gov.au\)](#)
- Being responsible for the management and delivery of the event
- Adopting a 'buy local' and environmentally sustainable forward approach to procurement
- Listing the event with the Australian Tourism Data Warehouse – ATWD [Australian Tourism Data Warehouse \(ATDW\)](#)
- Giving an acknowledgement of Traditional Owners and/or a Welcome to Country at the opening of your event which is a requirement of all events receiving funding from the Strathbogie Shire Council.
- Understanding Council is not responsible for meeting any shortfalls should the project or activity run over budget
- Understanding Council reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to Agreement

Payment will be made to the group's or the auspice organisation's nominated bank account following approval of the event and the signed Funding Agreement and an invoice is received by Council.

### Funding duration

A successful grant application is not ongoing funding. Council provides funding for the term specified in the Funding Agreement. Events should always aim to become sustainable without support from Council.

## GST

Council grants are not subject to GST and the grant amount does not include GST unless otherwise stated.

However, exceptions may apply if all the following conditions are met:

- the relevant grant applicant is registered for GST and
- the applicant makes a taxable supply in return to the council and
- the applicant provides a valid tax invoice to the council.

The above provisions are subject to change as per tax regulations.

Applicants that are registered for GST and able to claim GST paid for expenditure associated with the grant funds, will have claimable GST factored into grant allocation decisions.

## In-kind contribution

This covers cash contributions and contributions by volunteers and suppliers in terms of time, goods, or professional services donated to the event and should be clearly identified in your event budget. The value of in-kind support should be reflected in both your income and expenditure.

You can calculate the value of in-kind time for services as:

- General committee/community member contribution (e.g. planning, coordination, etc) at \$40 per hour
- Specialist or expert contribution (e.g. tradesperson, professional services) at \$80 per hour

Council can also provide in-kind contributions to your project e.g. equipment, venue hire. All requests for Council in-kind contributions must be approved and included in your budget. The value of Council's in-kind contribution must be calculated into the total amount you are requesting from Council not exceeding the grant maximum. For example, if you are requesting the maximum of \$5,000 for an Event Grant and request a \$1,000 in-kind contribution, Council's contribution would be in-kind to the value of \$1,000 and grant funds (cash) to the value of \$4,000.

## Variations

Any requests for variations to the Funding Agreement including budget items must be submitted to Council in writing.

You will be notified of the outcome of budget item variation requests within:

- four weeks if the requested amount is under \$1,000
- six to eight weeks if the requested amount is over \$1,000

You will be notified of the outcome of all other variation requests within two weeks of receipt of the request.

## More Information

To support your event planning you can find Council's Event Policy and Event Toolkit on our website.

**GRANT PROCESS**



**Read**  
guidelines



**Call**  
Events Team  
5795 0000



**Apply**  
via SmartyGrants



**Eligibility**  
checked by  
Council Officer



**Pre-Assessment**  
**Criteria**  
checked by Council  
Officer



**Assessment Panel**  
reviewed against  
criteria by panel of  
Council officers



**Council Decision**  
recommendations for  
funding decided at  
Council meeting



**Funding**  
agreement for  
successful  
applications



**Event**  
delivery



**Acquittal**