

## Frequently Asked Questions Event Grants

### What can the grants be used for?

The Strathbogie Shire Event Grant program encourages community organisations and community groups to apply for funding to support community led events delivered in Strathbogie Shire that align with the 2021-2025 Council Plan bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action. Outcomes of funded projects and events may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, positive cultural or environmental outcomes, economic development, and increased visitor economy.

### What can't the grants be used for?

- ✘ Events that have already received or been approved for Council funding in the same 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 Values
- ✘ Events for political purposes and/or promotion
- ✘ Events that celebrate January 26th
- ✘ Events where the sole focus is fundraising
- ✘ 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
- ✘ 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 whose sole focus is alcohol and alcohol consumption.
- ✘ Costs of permit fees including alcohol licence applications
- ✘ School awards or school fundraising events

### Who can apply for these grants?

Community groups that are incorporated, have an ABN, and have at least \$20mil Public Liability insurance.

### What happens if we are not incorporated, don't have an ABN or Public Liability insurance?

If your group is not incorporated you will need to find an incorporated community group, organisation or club with an ABN and Public Liability Insurance who would be willing to endorse your project and is not on the 'who cannot apply for these grants' list below. This is called 'auspice'. The auspice organisation takes

responsibility (legal & financial) for the grant. They sign the funding agreement, receive, and distribute the grant funds, make sure the event is completed and submit the end of funding reports.

### **Who can't apply for these grants?**

You cannot apply for any Council grants if you are:

- ✗ 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

### **How much funding can I apply for?**

You can apply for up to \$5,000 for an Event Grant with 3:1 matching so you will have to provide \$1 for every \$3 provided by Council towards the cost of the event. This can be cash or an in-kind contribution.

### **What's an 'in-kind' contribution?**

"In-kind" contributions are cash contributions and contributions by volunteers and suppliers in terms of time, goods or professional services donated to the project. They should be clearly identified in your project budget.

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

In-kind contributions must be itemised, valued, and listed in your budget for both income and expenditure.

Council can also provide in-kind contributions to your project e.g. equipment, venue hire. You must contact the Events Team to discuss the availability and application process for your in-kind request. All requests for Council in-kind contributions must be 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.

### **What do I need for my application?**

Before you apply for an Event Grant you will need to complete an Event Application with a Risk Assessment which can be found at [Event Manage \(contractor-hq.com.au\)](http://Event Manage (contractor-hq.com.au))

Before you start your application you will need:

- To contact the Events Team on 5795 0000 or by email [info@strathbogie.vic.gov](mailto:info@strathbogie.vic.gov) before you commence your application.
- Copy of your group's or your auspice organisation's Public Liability Insurance Certificate of Currency
- Copy of your group's or your auspice organisation's most recent bank statement
- Copy of your Risk Assessment
- Letters showing the community supports your event
- To consider what permits and landowner permissions you may require for your event

### **When are applications due?**

Applications for Event Grants are open all financial year or until funds are expended.

Applications **MUST** be submitted at least **8 weeks** prior to your event allow enough time for assessment and approval process to occur.

### **How do I apply?**

Applications are to be completed online at: <https://strathbogie.smartygrants.com.au/>

### **How are applications assessed?**

Applications will be assessed by a panel of Council Officers.

### **When will we find out if our application was successful?**

Applications for **Event Grants** will be assessed on submission and applicants will be notified of the outcome of their application after it has been presented to a Council meeting for a decision within **six to eight weeks depending on when the next available Council meeting is scheduled.**

### **How will we receive the funds?**

If your application is successful, the approved amount will be paid directly into your groups or your auspice organisation's bank account once you have:

- provided a tax invoice for the approved amount
- signed and returned a Funding Agreement
- received approval for your Event Application

### **Where can I find some help planning the event?**

To support your event planning you can find Council's Event Policy and Event Toolkit on our website [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

### **Who can I contact for further information?**

Applicants can contact the Events Team on (03) 5795 0000 or by email [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or visit our website [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au) for further information on this grant opportunity.