

OFFICIAL

# Strathbogie Shire Council

# Event Grant Guidelines

---

2024-2025

## 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 community groups to implement accessible, Waste Wise events that they design and deliver in Strathbogie Shire. Positive outcomes of funded events may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, cultural or environmental outcomes, economic development, and increased visitor economy.

The **2021-2025 Council Plan** can be found at [2021-2025 Council Plan](#)

### Funds available

Grants of up to **\$5,000** are available in this program. Applicants must provide a minimum matching contribution to the value of \$1 for every \$5, i.e. 20%, of grant funds requested. For more information on applicant contributions please refer to page 4.

### Before you get started

Before applying:

1. Read these guidelines and check your group and event's eligibility for this program
2. Submit an Event Application with a completed Risk Assessment and Waste Wise Plan. You can find the application form [here](#)
3. Confirm approval of any Council in-kind contributions
4. 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 cannot review draft applications.

### To apply

Applications must be submitted online at [Event Grant application](#).

### Key dates

Grants open on **July 1**, 2024, 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 **10 weeks** prior to your event to accommodate the assessment and approval process.

## Who can apply?

- ✓ Incorporated groups, or unincorporated not-for-profit groups with auspice from an appropriate incorporated association with:
  - a minimum \$20,000,000 Public Liability Insurance
  - an ABN
  - a bank account

## Who cannot apply?

- ✗ An individual
- ✗ Emergency services
- ✗ Educational institutions
- ✗ Religious organisations or institutions
- ✗ Political organisations
- ✗ Commercial, profit-making organisations
- ✗ State or federal government agencies
- ✗ State sporting organisations or governing bodies
- ✗ 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 and/or owe money to Council from a previous grant
- ✗ Groups or organisations that receives revenue from electronic gaming machines
- ✗ Groups who have already received or been approved for an Event Grant in the 2024-25 financial year
- ✗ An auspice organisation that has provided auspice to another Event Grant application in the 2024-25 year

## Auspice

To auspice is to lend support to another person or group. In the context of grant applications, the auspice organisation is the one that receives the grant money on your behalf and is ultimately responsible to ensure the event is completed and funds are spent according to the Funding Agreement. The auspice organisation does not deliver the event.

Eligible organisations will need to seek an auspice organisation if your organisation does not meet the 'who can apply' criteria. If you require an auspice, the auspice organisation must meet the 'who can apply' criteria and your application will require a letter confirming the auspice agreement.

An auspice will only be accepted for unincorporated organisations or incorporated organisations who do not have an ABN, and/or a minimum \$20,000,000 Public Liability Insurance, and/or a bank account.

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, accessible, Waste Wise events that promote the Community Vision, 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*
- ✓ 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 10 weeks prior to the event
- ✗ Events outside of the Strathbogie Shire municipality
- ✗ Events that have already received or been approved for Council funding for the 2024-25 financial year
- ✗ 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 Place of Public Entertainment (POPE) permits

### **Applicant contribution**

Applicants must provide a minimum matching contribution to the value of \$1 for every \$5, i.e. 20%, of grant funds requested. For example, if you request a \$5,000 grant you will be required to provide a minimum of \$1,000 towards the costs of the event. Your contribution can be cash and/or in-kind.

In-kind contributions are contributions by volunteers and suppliers in terms of time, goods, or professional services donated to the event.

You can calculate the value of in-kind time for services such 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 in-kind**

Council can also provide in-kind contributions to your event e.g. event equipment and Council owned venue hire. All requests for in-kind contributions from Council must be approved and included in your application. Any in-kind contributions requested from Council must be included in the total amount you are applying for which cannot exceed the \$5,000 grant limit.

For example, if you are requesting the maximum of \$5,000 for an Event Grant and request a \$1,000 Council in-kind contribution for venue hire, Council's contribution would be in-kind to the value of \$1,000 and grant funds (cash) to the value of \$4,000.

## Can I apply for a grant?

I am part of a community group and not on the 'who cannot apply list'

We **are not** incorporated  
OR

We are incorporated but  
**do not** have:

- an ABN and/or
- a bank account, and/or
- \$20 million Public Liability insurance

You can apply under  
auspice (see page 2)

We **are** incorporated and have:

- an ABN,
- a bank account, and
- \$20 million Public Liability insurance

OR

We are under **auspice**

We received an Event  
Grant in the 2023-24  
financial year

We have not applied  
before

We have completed our  
2023-24 financial year  
Event Grant & provided  
an Acquittal Report

We have submitted an Event Application

We have no outstanding debt with Council

Our event is in Strathbogie Shire

Our event will benefit the Strathbogie Shire community

This event has not received or been approved for Council  
funding for the 2024-25 financial year

We have not received or been approved for an Event Grant  
for the 2024-25 financial year

Our event is not on the 'what won't be funded' list

**YES** you can apply for an Event Grant. You must speak with  
the Events Team before submitting your application

## How will my application be assessed?

The assessment process involves three 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 must:

- Be complete, with all required documentation
- Provide a **balanced budget** including accurate in-kind contributions, evidence of other funding sources, and quotes
- Have a matching contribution from the applicant to the value of \$1 for every \$4 of the total grant funds requested
- Include the value of the in-kind contribution from Council, if applicable, into the total amount of funding requested not exceeding the funding maximum of \$5,000, refer page 4
- Have evidence of community support
- Have identified the level of impact on adjacent residents and landowners
- List partner organisations
- List other funding sources
- Have submitted an Event Application

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

The Event 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 and weighting:

**40% Why?** Why is the proposed event important and does the community support it?

**40% What?** What is the event delivering and how will the community benefit?

**20% Who?** Who is delivering the event and do they have capacity to deliver?

### Funding Recommendations

Each application will receive a total score based on responses to all the questions in the application.

Applications will be either recommended for funding with a funding amount, or not recommended for funding. All eligible Event Grant applications will be presented to a Council meeting for a decision. You will be notified when your application is being presented to Council and the outcome of your application following the Council meeting.

## Funding Information

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 requested. This decision could be based on the results of the assessment or to assist Council to manage demand to ensure fair and equitable access to the Event 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 event 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' [Acknowledgement and Publicity Guidelines](#)
- Being responsible for the management and delivery of the event
- Obtaining the necessary permits, approvals, landowner consent, and meeting any costs associated with those permits and approvals
- The event must adhere to the Waste Wise Events guide to minimise waste
- 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 event 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
- The event must be approved by Strathbogie Shire Council prior to any payment of grant funds

Payment will be made to the nominated bank account following approval of the event and the receipt of a signed Funding Agreement and invoice.



### **Funding duration**

A successful grant application is not ongoing funding. Council provides funding for the term specified in the Funding Agreement. Events should 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.

### **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