



**CORANGAMITE
SHIRE**

Events and Festivals Grant Program Policy

Corangamite Shire
January 2019

Council Policy



Events and Festivals Grant Program Policy

Introduction

This policy defines Council's role in supporting events and festivals, how requests for funding assistance will be assessed and the grant program implemented.

This policy should be read in conjunction with the overarching Council Grants Policy, which provides detail on advertising, assessment, conflict of interest, funding conditions, accountability and information that manages grant allocations.

The Events and Festivals Grant Program Guidelines support the application of this policy.

Purpose

The purpose of the policy is to define Council's role in supporting events and festivals, establishing a framework for an appropriate level of Council support.

Council recognises the significant benefits that events and festivals bring to the region. Events continue to add to the vitality of the Shire, activation of precincts, provide a sense of community and offer cultural, social and economic benefit to ratepayers.

Council is committed to ensuring that events and festivals are run safely and all compliance requirements are met, whilst minimising negative impacts upon the community.

The Council adopted Events and Festivals Strategy vision states:

Corangamite Shire Council will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents. Our events will celebrate and showcase our culture, heritage and unique natural environment.

Council objectives are to:

- assist with event start-up for annual events;
- provide support for events and festivals;
- provide an equitable system for determining Council contribution towards events and festivals.

Scope

This policy is applicable to events and festivals that have a defined visitation and economic impact.

This policy does not apply to funding that is provided through other grant programs and other means offered by Council.

This policy also does not apply to funding that is provided via sponsorship by Council.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Definitions

For the purpose of this policy:

Grant – A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council’s strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering into a written agreement with Council that outlines accountability requirements.

In-kind - A non-monetary form of funding whereby the Council provides its own resources, goods or services instead of money.

Event organiser – A group, or individual, who undertakes the planning, control, management and implementation of an event.

References

- Corangamite Shire Council Plan 2017-2021
- Corangamite Shire Economic Development Strategy 2017-2021
- Corangamite Shire Events and Festivals Strategy 2017-2021
- Corangamite Shire Grants Policy
- Events and Festivals Grant Program Guidelines

Policy Detail

The development of this policy will consistently guide the Council when consideration is being given to grant allocations for events and festivals.

The Events and Festivals Grant Program Guidelines have been developed to support the policy. The guidelines provide details on how the policy is to be applied with information on eligibility, application requirements, in-kind costings, assessment criteria, conditions, notification, payment and acquittal processes.

What may be considered:

- Community groups;
- Incorporated not-for-profit organisations, or not-for-profit group auspiced by an incorporated organisation;
- Incorporated commercial organisations, or an individual with an ABN;
- Events located in the Corangamite Shire local government area;
- Events that occur within the funded period;
- Events that align with strategic objectives in the Council Annual Plan, Events and Festivals Strategy and the Events and Festivals Grant Program.

What may not be considered:

- Local community events with a social connection focus, and limited economic impact.
- An applicant whose event has received Corangamite Shire funding for the same activity within the same financial year, including budget allocation or other grant funding;
- An applicant that has outstanding debts to the Corangamite Shire;
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding;
- Requests for retrospective funding (i.e. funding for events already taken place);
- Events that are conducted outside of the Corangamite Shire area.
- Projects that directly benefit a business or a small number of individuals.
- School projects that are considered to be part of normal curriculum.
- Projects deemed to be the responsibility of another agency or authority.

Funding

Funding of up to \$15,000 is available, made up of a maximum of \$10,000 grant funding and \$5,000 of in-kind support.

Events and Festivals Grant Program funding is available to community and not-for-profit groups only. Commercial organisations and individuals with an ABN may only seek in-kind support. In-kind support being a non-monetary form of funding that assists event organisers with covering the costs of using Council resources and services.

Commercial organisations and individuals with an ABN may only to apply for in-kind support, to a maximum of \$5,000.

Applicants are required to confirm the dollar value of the in-kind support that is being requested with Corangamite Shire, prior to submitting the application. In-kind information is included in the program guidelines.

Requests for in-kind support are to be detailed on the Events and Festivals Grant Program Application Form and included in the event budget.

Available funding to be allocated is determined by Council as part of the annual budget process.

Advertising and Endorsement Process

The Events and Festivals Grant Program is to be advertised annually, subject to allocation of funds in the Council annual budget.

The annual grant program will be advertised in April. Applicants will be notified of the outcome after the July Council Meeting.

Applicants who meet the criteria are not guaranteed funding due to the competitive funding process. Partial funding may be offered if deemed appropriate.

Ad-hoc requests for new events that fall outside the scheduled annual grant program dates may be received by Council for consideration. The method of assessment and approval is to be in accordance with the Events and Festivals Policy and Guidelines.

Application for Funding

To apply for funding event organisers would be required to complete an Application Form, provide all documentation as outlined in the guidelines and address the assessment criteria.

Assessment Criteria for the Events and Festivals Grant Program is outlined in the Guidelines.

Notification and Agreement

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

Successful applicants will be required to enter into a funding agreement with Corangamite Shire Council. Funds will be made available to the event organiser upon entering into the funding agreement.

Grant outcomes will be announced publicly.

Once a decision has been made by Council and the allocated funding provided, the event organiser is expected to implement the event project. If the event does not go ahead, grant monies are to be returned to Council within 30 days.

Acquittal

To satisfactorily acquit the project applicants will be required to submit a project report, as outlined in the funding agreement.

A final report that includes financial acquittal, demonstrating that the project has been completed and how it met the assessment criteria, is to be provided within three months of the event date.

Supporting evidence may include copies of invoices, photographs, promotional material, brochures/flyers, videos or an onsite inspection.

Review Date

January 2022