



Grants Program - Guidelines

Local Community Festival and Event Grants

Overview

Intent:

To assist and support local organisations and individuals in the provision of traditional festivals or culturally significant events for their local community.

Objectives:

- Provide enhanced arts and cultural activities that add value to the life of residents and visitors alike
- Support the development and growth of festivals and events across the region

Definition:

Local community events serve to enrich the lives of residents and celebrate important occasions for the community.

These events do not usually attract visitors from outside of town specifically for the event.

Logistics

Assistance Type:	<p>This stream can provide provide assistance through cash or In-Kind contributions. It can also provide the direct assistance of council staff to collaborate and assist in the development and delivery of specific event outcomes.</p> <p><i>(i) In-Kind assistance is where Council contributes resources, materials and/or services to a project or event, free of charge, up to the granted amount.</i></p> <p><i>(ii) For projects and events where Council's total delivery costs exceed the granted amount the applicant must bear the remainder of the costs.</i></p> <p><i>(iii) Applicants should contact Council to obtain a cost estimate for the proposed contribution that Council will make to the project or event.</i></p> <p><i>(iv) A copy of the cost estimate must be enclosed with the application.</i></p>		
Minimum Amount:	\$500	Maximum Amount:	\$10,000
Submission Times:	<p>There will be two funding rounds per year. Round 1 opens 03/10/2011 and closes 25/11/2011. Round 2 opens 02/04/2012 and closes 25/05/2012.</p>		
Applicable Period:	<p>Projects, activities and events to commence and be completed in the following calendar year (i.e. January to December).</p>		
Duration of Assistance:	<p>Assistance will be provided as a one-off contribution</p>		
Council Contact Officer:	<p>Business Support Officer</p>		
Contact Phone No:	<p>07 4044 3152</p>		
Contact Email:	<p>BPAS_Correspondence@cairns.qld.gov.au</p>		

Only one application should be lodged to this funding stream per funding round.

Please note that submitting an application for this grant stream does not guarantee funding as this is a competitive process.

Council encourages all applicants to visit the Community Grants page of the Council website (www.cairns.qld.gov.au/content/grants/communitygrants.html) for more information on upcoming grant information sessions and on completing the application form.

Eligibility

Applicants must:

- Be based within the boundaries of Cairns Regional Council; and
- Be a not-for-profit organisation or an individual

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Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily
- Have overdue outstanding payments to Council for rents, rates, fees, Council guarantor loan repayments etc.
- Be a commercial organisation
- Be a political group or organisation
- Be a discriminatory group or organisation
- Be a School, University or TAFE college
- Be a Parents and Citizens' Association

Applications must be:

- Able to demonstrate strong community benefit, need and support

Applications must not be:

- Eligible for and/or better suited to other Council grant streams
- Requesting funding or support retrospectively for a project, event or activity that has already occurred
- Supporting private and/or commercial ventures
- For projects, events or activities that are the subject of litigation
- Requesting in-kind contributions from Council for resources or services that council has to procure from outside organisations. As a general rule this includes anything that is not core Council business. One exception to this is the provision of wheelie bins which council actively encourages
- For seasonal or regular bookings of Council managed facilities

Examples of Eligible Applications are:

- Projects that increase opportunities for community participation

Examples of Ineligible Applications are:

- In-Kind support for the provision of Portaloos/skip bins
- To clear residual debt from an event that occurred last year

If the proposed project is ineligible under this funding stream there are several other Council and non-Council grant streams that may meet your needs. Please visit the Council website (www.cairns.qld.gov.au/content/grants/communitygrants.html) for more details.

Project Activity or Event Definition

It will be necessary for the applicant to give details of the project, activity or event that is to be supported. This will include the proposed start and end dates, a description of what is envisaged, and how the grant funds will be used. A high level cash-flow projection will also be required.

See below for an example of a cash-flow projection for a Local Event application.

Income Items (please include In-Kind Support)	Amount (ex GST)	Expenditure Items	Amount (ex GST)	GST Amount
State Funding	\$10,000	Hire of Equipment	10,000	1,000
Council Funding (Cash)	\$6,000	Hire of Council Venue (In Kind)	4,000.00	400
Council Funding (In Kind)	\$4,000	Entertainer Fees	20,000	2,000
Sponsorships	\$5,000	Administration and Security	6,000	600
Ticket Sales	\$2,000			
Refreshment Sales	\$500			
Applicant Contribution	6,500			
Total INCOME (ex GST)	\$44,000	Total EXPENDITURE	\$40,000	\$4,000
Amount requested from CRC (ex GST)	\$10,000			

*Note that the above cash-flow projection is from an applicant that is **not** registered for GST. Thus the net income (Ex. GST) must be sufficient to match the gross expenditure (Incl. GST). For GST registered organisations the net income must be sufficient to match the net*

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expenditure.

Assessment

The criteria for assessment are:

1. How well the application aligns with the funding stream objectives (30% weighting)
2. The level of community need for the project activity or event (20% weighting)
3. The level of community support for the application (20% weighting)
4. The capability of the applicant to manage the grant (10% weighting)
5. How critical to the project, activity or event is the receipt of Council support (10% weighting)
6. The degree and quality of community consultation, community networking and community partnership evident in the application (10% weighting)

Supporting documentation should include:

1. Letters of support from the community (a letter of support is not required from your Divisional Councillor)
2. Financial statements from at least one of the two last financial years
3. Supplementary evidence to demonstrate the level of community need
4. Evidence that the applicant has knowledge of how to successfully manage grant monies
5. A budgetary breakdown for the project, activity or event showing the itemised costs, the amount of external contributions towards each item and the proposed amount of Council contribution towards each item

The application will be assessed by a panel of three impartial Council Officers

The delegation level for decisions will be the full Council

Application Approval Process

1. The application will be prepared by the applicant using the appropriate application form. The applicant is advised to consult with the Council contact officer for advice and guidance on filling out the application
2. The completed application will be submitted by the applicant to the Council postal address, within the designated application submission timeframe
3. Applications will be received and collated by the designated Council contact officer. After the application is received, the Council contact officer will acknowledge receipt within 5 working days
4. Applications will be reviewed by the Council contact officer to determine eligibility and completeness. The Council contact officer will notify the applicant within 10 working days of receipt of the application if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within 5 working days of the applicant being notified of the incomplete or ineligible application
5. Collated applications will be submitted for assessment to the designated selection panel or assessment officer. The applications will be considered within 30 working days of the collated applications being submitted for assessment - a list of recommendations will be produced indicating the order of preference for approving the applications

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6. Recommendations will be submitted to the delegated authority for approval or rejection. The Council contact officer will inform all applicants of the approval or rejection of their application within 5 working days of a decision being made
7. The Council contact officer will complete arrangements for successful applications within 30 working days of approval being given

Acquittal Requirements

Grant acquittal requirements may include:

- Proof of expenditure (e.g. copy of receipts)
- Proof that the event or activity event took place (e.g. photograph of attendees participating)

Conditions

Successful grant recipients will be required to:

- Sign a funding agreement
- Submit an invoice for the agreed amount
- Complete the project, activity or event within 12 months of the approval date
- Submit the agreed grant acquittal documents within the agreed timeframe (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose
- Return any unspent grant funds to Council within 21 days of the completion of the project, activity or event
- Conduct a risk assessment and obtain Public Liability Insurance cover (if the project, activity or event includes participation by members of the general public). Evidence of these will be required prior to commencement of the project, activity or event
- Notify the Council in writing of any changes to the approved project, activity or event that will alter the level of community benefit that will be delivered compared to that declared in the application

Application Submission

Forward completed application form to:	Business Support Officer CS&CS GM Admin & Support PO Box 359 CAIRNS QLD 4870
Or send as a scanned E-mail attachment to:	BPAS_Correspondence@cairns.qld.gov.au
Or send as a Fax to:	Business Support Officer CS&CS GM Admin & Support 07 4044 3830



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Applicant (Grant Beneficiary) Details

Organisation Name:

Organisation's main aims/objectives:

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Number of Members or Shareholders:

Principal place of business, Street, Suburb, Postcode:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Web Site:

Does the organisation have an ABN? No Yes ABN number:

(If no, include a 'Statement by a Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied.)

Is the organisation GST Registered? Yes No Incorporation No:

(Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the project activity or event as per federal legislation. See <http://www.ato.gov.au/businesses/content.asp?doc=/content/20724.htm&page=5> for further information on GST)

Applicant Contact Details

Application Contact Name:

Position in Organisation:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Name of President or CEO:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Alternative Contact Name (Optional):

Position in Organisation:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:



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Supporting Documentation

Checklist:

- Letters of support from the community (a letter of support is not required from your Divisional Councillor)
- Financial statements from at least one of the two last financial years
- Supplementary evidence to demonstrate the level of community need
- Evidence that the applicant has knowledge of how to successfully manage grant monies
- A budgetary breakdown for the project, activity or event showing the itemised costs, the amount of external contributions towards each item and the proposed amount of Council contribution towards each item

Please list below any other supporting documentation attached to this application:

Declaration / Authorisation

This declaration requires the signature of the applicant or representative of the applicant.

I certify that I am authorised by the club/organisation to prepare and submit this application.

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of expenditure and activities proposed.

I agree to provide Council with any additional information required to assess this application.

I agree to comply with all requirements of the Grant funding stream.

I will acknowledge the support of Council in all relevant promotional and printed material.

Signature of contact: Date:.....

Name of CEO or President: Phone:.....
(if different from above, otherwise alternative committee/board member)

Signature of CEO, President, Committee or Board member:

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.