GRANTS AND SPONSORSHIP PROGRAM

GUIDELINES & APPLICATION

Community Events

City of
Mount Gambier

Contents

3 Guidelines

- **3** Introduction
- **4** Definitions
- **5** Timing of applications
- **6** Funding conditions and criteria

9 Community Events Application

The City of Mount Gambier acknowledges the Boandik peoples as the traditional custodians of the land Mount Gambier sits upon today.

We respect their spiritual relationship with the land and recognise the deep feelings of attachment our First Nations Peoples have with the land.

Guidelines

Introduction

The City of Mount Gambier Grants and Sponsorship Program has been updated in accordance with City of Mount Gambier's Strategic Plan to assist eligible groups and individuals with funds to host community events or projects or upgrade infrastructure, all of which strive to improve quality of life and meet community needs.

The program will ensure funding is administered in a responsible, transparent and equitable manner to all groups and individuals in the community.

Funding, in-kind or other assistance will be disbursed in accordance with Council's vision and values as per the Strategic Plan and must be clearly outlined within any grant application.

The City of Mount Gambier Grants and Sponsorships Program comprises of the following:

- Community Events,
- Corporate Sponsorship,
- Community Strengthening,
- Creative Arts,
- Sport and Recreation Capital Works,
- Quick Response,
- Venue Sponsorship, and
- Event Equipment Sponsorship.

This document provides an overview of the guidelines and information required to complete an application for review by Council, in addition to directions for the acquittal process following projects and events.

Definitions

Acquittal - Information provided by the grant recipient that ensures the funds have been administered responsibly and in line with the funding agreement/ conditions of the funding program.

Agreement - A written contract outlining the expectations of both parties and key deliverables of the funded project.

Auspicing - An arrangement where an eligible organisation agrees to apply for, and manage a grant on behalf of another group. The auspicing organisation is responsible for all financial and acquittal requirements.

Application - The request for funding made using the appropriate Council application form.

Council - City of Mount Gambier.

Funded activities - Any event, program, project or purchase undertaken using funds from a grant program.

Funding - Refers to money and/or in-kind support provided to an organisation through a grant, sponsorship, or incentive to support the delivery of a particular activity.

Funding program - Any grant or sponsorship program allocated based on merit through an application and assessment process.

Grant - Funds provided by Council to an organisation or individual for an agreed purpose and/or activity. For the purpose of this policy 'grant' means any grant or sponsorship program where Council is providing funding to its community to support their initiatives in line with the objectives of Council's funding programs, and allocating funding based on merit through an application and assessment process.

Guidelines - Council's Grants and Sponsorships Programs and any other grant/sponsorship program guidelines that may be prepared.

In-kind - The provision of Council services and/or equipment.

Not-for-profit organisation - An organisation meeting the Australian Tax Office (ATO) definition of a legal entity, that is:

- an incorporated association, or
- an indigenous corporation

and/or

- a charity or public benevolent institution registered with the Australian Charities and Not-for-profits Commission (ACNC).

Profit - An advantage or benefit, in particular a financial gain, especially the difference between the amount earned and the amount spent on funded activities.

Sponsorship - An arrangement in which Council provides a contribution of money and/or in-kind to support an activity for a certain specified benefit.

Timing of applications

Round 1	
Opening date	First Friday in July.
Closing date	Last Friday in July.
Assessment	First week in August.
Council	Third Tuesday in August.
Notification	Last week in August.

Round 2	
Opening date	First Friday in February.
Closing date	Last Friday in February.
Assessment	First week in March.
Council	Third Tuesday in March.
Notification	Last week in March.

Funding streams with one round each financial year are to apply in round one intakes.

Funding conditions and criteria

The following criteria relates to ALL funding within the City of Mount Gambier Grants and Sponsorships Program. Specific program conditions are outlined within the relevant guidelines.

- Applicants should be aware that the grant process is competitive and funding may not be guaranteed.
- All applications must be received on the approved forms available on Council's website mountgambier.sa.gov.au
- Prior to submitting, applicants must have met/ discussed the event with the respective Council department.
- All applications must be received by the funding program deadline as outlined in the guidelines. Late applications will be deemed ineligible and will not be accepted.
- All funding agreements will be documented, and expectations of the partnership agreed upon prior to funds being provided.
- Funds (cash or in-kind) will only be provided for the activities described in the application and must be in line with the funding guidelines of the respective program.
- Recipients must use the funds provided on the activity stated in their application unless otherwise negotiated with Council. If funds are spent on activities that are not stated on the funding application (or alternate activities as negotiated with Council), Council reserves the right to request that part or all of the funds be returned.
- Council must be acknowledged, as specified in the respective funding agreement, on all advertising and promotional mediums in relation to the funded activity. Council's style guide will be provided as part of the funding agreement and must be adhered to.
- The event must be uploaded to the Australian Tourism Data Warehouse (ATDW). atdw.com.au
- If the funded activity does not proceed within the agreed timelines, Council has the right to cancel the funding agreement.
- Council reserves the right not to fund any application or organisation that could possibly damage Council's brand or reputation.
- Applicants that breach or do not comply with the conditions of funding may be asked to return funds and/or may be deemed ineligible for future funds. All contractual breaches/non-compliance will be recorded in a central register and made available to the grant/funding assessment panels for consideration.
- Minor breaches may exclude an individual/ organisation from receiving further Council funds until the issue is rectified to Council's satisfaction. Major breaches may exclude an applicant/ organisation from being funded for a specified period of time or indefinitely.
- The final balance of Council funds will be paid following satisfactory acquittal of the funded activity.
- Unspent funds must be returned to Council.
- Where a project runs over budget, Council is not responsible for meeting any shortfall.
- Recipients are required to submit an acquittal as outlined in the specific program guidelines, showing receipt of the full expenditure of funds and other requirements as specified in the respective program guidelines. In the case that acquittals are not provided by recipients, they will be deemed ineligible to apply for and receive future funding until the acquittal is submitted.
- The applicants name, photos and/or quotes from the acquittal report may be printed in Council publications including online platforms such as websites and social media.

Funds will not be provided for

- Reimbursement of monies already spent outside of current financial year, or events started or completed prior to the funding application being submitted and/or awarded,
- The same project more than once in a financial year,
- Regular maintenance or operational costs,
- Normal ongoing administrative costs or salaries, and
- Politically motivated campaigns or events.

Council's support via a funding program does not transfer responsibility to Council for actions taken, or outcomes achieved by the applicant during the course of the funded activity.

Incomplete applications and missing information

If an application submitted to Council is incomplete or missing information, the applicant may be contacted by the relevant staff member to address the error. The applicant will be informed of the information required by the program deadline outlined in the relevant guidelines. If the information is not provided within this period, the application will be deemed as ineligible.

Unsatisfactory dealings

Applicants who have had unsatisfactory dealings with Council may be precluded from receiving funding.

For example, an organisation may be deemed ineligible for funding if they have:

- Breached the conditions of funding for previous Council funding,
- Failed to deliver on projected outcomes for previous activities funded by Council, and
- Failed to acquit a previous Council grant.

Whether or not an application is funded is always at Council's discretion.

Assessment

Applications will be assessed against the predetermined criteria and the capacity of the applicants to deliver the activity as stated within the program guidelines.

The assessment criteria will guide the ranking of applications, whether they will be funded and to what extent.

Funding programs will be assessed by a panel who scores and compares the applications received, based on the selection criteria of the specific program. The assessment panel will consist of at least one Elected Member, one General Manager, Manager Economy, Strategy and Engagement, Manager Library and Community Development, Manager Riddoch Arts and Cultural Centre and Manager Operations Infrastructure.

To ensure transparency and equality, each member of the panel will complete a Disclosure of Conflict of Interest form prior to the assessment of applications.

Council officers who have assisted with an application will not be part of decision making process within the assessment panel for the program they manage.

Applications will be ranked based on scoring from the assessment panel and a report will be forwarded to Council outlining the recommended funds for distribution.

In addition to the criteria of each grant, Council may also determine which applications to support following the below factors:

- Amount of grant applications received, and the funding sought,
- Council's knowledge of the host organisation and the confidence that Council funds will be used wisely and for the purposes stated,
- Potential to encourage the development of the community and providing evidence of general community benefit,
- Applications that demonstrate use of local suppliers/businesses, contractors and Australian made products or improve safety and access for the community,
- Amount of funds available within the funding program budget,
- Potential impact and risk, both positive and negative on Council's brand and reputation, and
- Projects that are consistent with and contribute to Council's Strategic Plan.

An application may become undetermined at assessment and may require further information.

Final endorsement is provided by Council, except where endorsement is undertaken under delegation.

Programs endorsed under delegation are those that do not have set funding rounds and operate on an ongoing application process throughout the year.

An economic impact assessment on each funded event will be completed annually to evaluate the impact and value Council's funding programs provide the Mount Gambier community.

Acquittal

All recipients will be required to complete and provide an acquittal report within two months of the event/ project completion and before a new application can be made.

This report requires proof of expenditure for all funded items (copy of receipts). Any unspent funds must be returned to Council.

Please include all fees in your reconciled budget.

Payment terms

The cash component of approved cash and in-kind grant/sponsorships will be paid in the following manner:

- 50 per cent prior to the event on receipt of tax invoice (first instalment),
- Post event, Council will reconcile all costs incurred from in-kind support provided and any expenses over the approved amount will be deducted from the final cash instalment, or
- The final cash amount payable will be paid upon receipt of completed acquittal and final tax invoice.

Submission of applications

Please return completed form via email to city@mountgambier.sa.gov.au or contact (08) 8721 2555.

Please ensure all supporting documentation is attached before submitting your application, otherwise your application will be deemed ineligible.

Community Events

The City of Mount Gambier Community Events Grant aims to support the four pillars of the City of Mount Gambier's Strategic Plan.

- Support the development of vibrant, creative and innovative events that enhance the economic, social and cultural life of the City of Mount Gambier,
- Increase visitation and deliver measurable economic benefits to the city,
- Facilitate community involvement in events and activities,
- Attract new and diverse events to the City of Mount Gambier, and
- Support events that build and reinforce the unique and positive attributes of the City of Mount Gambier.

Eligible expenditure items may include:

- Venue hire,
- The purchase of materials and supplies,
- Marketing and promotional costs, and
- Contractor payments for the delivery of event related services.

Eligibility

Not-for-profit incorporated community group, organisation, voluntary association or club.	Y
Unincorporated bodies/groups with a community focus.	Y
The organisation is an incorporated body or, if not incorporated, is being auspiced by an incorporated body.	Y
For-profit organisations including sole traders, partnerships and other commercial organisations and businesses operating on an expected profit basis in the staging of events and festivals that are held within the City of Mount Gambier that create a vibrant and dynamic city experience and supports the outcomes of the Strategic Plan.	Y
Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office "Statement by a Supplier" form.	Y
Event must be held in the current financial year.	Y
The proposed event is covered by a current Public Liability Insurance Policy to the minimum value of $20 million with a geographical limit of Australia and/or worldwide.	Y
Addresses all criteria outlined within Grants and Sponsorship Program Guidelines.	Y
Your proposal is for funds towards the operating costs associated with running an organisation (e.g. salaries, equipment).	N
Your proposal is for retrospective funds or funds of budget deficits.	N
Your proposed event is not open to the general public.	N
Your organisation has not fulfilled previous sponsorship obligations, including provision of post event evaluation/ report and financial acquittal.	N

Criteria
• Supports the City of Mount Gambier Strategic Plan 2024-2028, • Ability to facilitate community involvement in the event/activities, • Ability for the event to add to the diversity of the city's event calendar, • Acknowledgement of the City of Mount Gambier's sponsorship in all event publicity and promotions (please provide a proof for approval prior to printing), • Strong volunteer engagement, • Considers accessibility requirements of the community, • Use of local suppliers and businesses, • Activates the CBD, • Ability to increase visitation to Mount Gambier including intrastate and interstate visitors, • Demonstrate the ability to deliver significant and measurable economic benefit to Mount Gambier, • Marketing plan and promotional strategies, • Demonstrated capacity of the event organisers to successfully manage the event, • Risk management and event accessibility planning, • Event sustainability planning and strategies, • Involvement of and consultation with local businesses, artists and community groups, • How the funding will build the event in to a position of long-term financial sustainability within the terms of the funding (evidence provided primarily through business plans, marketing plans, succession plans), and • Ability to generate financial support beyond the City of Mount Gambier's support.
Please speak to the Community Events team to obtain a "Running Your Own Event Kit" for tips and tricks to organising and conducting a successful event.

Application

Organisation/applicant name	
Postal address	
Application prepared by	
Position	
Phone	
Email	

Is your organisation registered for GST? (If yes, please add the GST amount on your invoice)	☐ YES ☐ NO
Please provide your organisation's Australian Business Number (ABN)	
Are you being auspiced by another organistion?	☐ YES ☐ NO
If YES please provide details and <u>attach evidence</u>	
Organisation name	
Incorporation number	

Event details	
Event name	
Event date(s)	
Event venue	

Event summary *150 word description*

City of Mount Gambier Strategic Plan 2024-2028

Tick the relevant priorities that your event will support

Please identity the area/s in which your event supports the City of Mount Gambier Strategic Plan

☐	☐	☐	☐	☐
Environmental and Liveability	**Learning and Innovation**	**Infrastructure and Services**	**Economic and Business Growth**	**A Vibrant Community**
We are custodians of the landscape, committed to protecting and preserving our natural environments, creating a liveable city.	A regional learning hub that fosters innovation and local industries.	A high quality, affordable lifestyle where people are happy, healthy, and housed and able to access all available resources.	A creative, entrepreneurial mindset that creates a thriving resilient community.	Events, activities, sport and recreation all contributing to a vibrant city during the day, at night and across all the season.

To download a copy of the Strategic Plan, please visit: **mountgambier.sa.gov.au**

Please explain how you will support these priorities *Maximum 150 words*

Please attach detailed program. Please include activities, entertainment, catering and other relevant information.

Please provide a brief history of the event, including the number of times the event has been held in the past, including number of participants, spectators and key event outcomes.

Please list the aims and objectives of the proposed event.

What strategies do you have in place to ensure the event is sustainable?

Assessment Questions *Applications will also be assessed on the following weighted assessment questions*

How will your event encourage the development of the community and support the City's social and cultural diversity?	15% weight

Describe how the event encourages volunteer engagement and involvement of local suppliers/businesses, contractors and Australian made products.	10% weight
How will you address accessibility and inclusivity for people with disabilities?	10% weight
Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health and Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider include waste management, noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.	10% weight
Are you considering using Council land? *If yes, please attach completed Special Event Permit Application*	☐ YES ☐ NO
Anticipated event attendance	
Number of anticipated attendees/participants per day	

Please provide a percentage breakdown of the anticipated attendees			
Local	%	Region	%
Interstate	%	Intrastate	%
International	%	**Total must equal 100%**	

Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region and how many nights.	_____% _____Nights

Event budget	
Estimated total budget for event:	**$**

Please attach an itemised budget showing all income, including co-contributions and other funding sources, as well as expenditure and profit and loss.

Sponsorship request **$2,001 to $15,000**	
Cash amount:	**$** ex GST

Describe below how your funds will be spent:

In-kind amount: *(Refer to Schedule of Fees and Charges for an estimated cost.)*	**$**

Please note - *Any additional requests for support not included in this application will incur a cost as determined by the current Schedule of Fees and Charges Event Support. Local Government account for all costs to the organisation whether they be direct or in-direct. Event organiser to engage traffic management company for road closures.*

Declaration

In submitting this application, I certify that, to the best of my knowledge, the statements in this application are true and I have read and I understand the City of Mount Gambier Grants and Sponsorships Guidelines and Events Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding approval for any application. If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier within publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event.

I also agree to submit the required acquittal form with relevant supporting documentation, as well as at least two high resolution digital photographs and video footage (if available) relating to my event, within two months of the completed event. I understand the information, photos, video footage and other forms of media submitted as part of the acquittal requirements may be used by, or on behalf of, the City of Mount Gambier for promotional purposes and publications.

☐ I have met with the City of Mount Gambier Community Events Team to discuss the project.

Name

Signature

Date

Before submitting your application, please ensure you have attached the following:

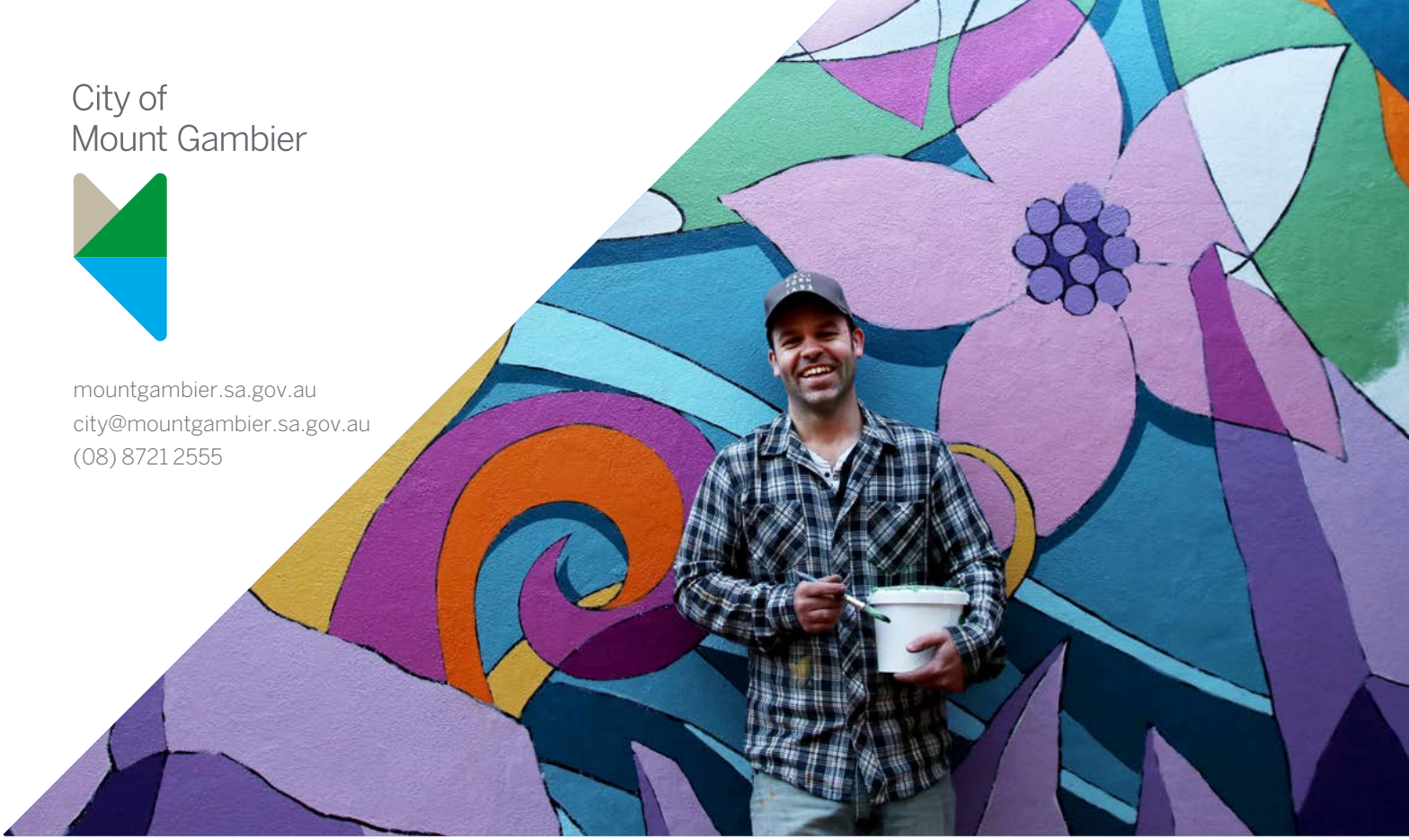
☐ Full Event Budget showing all income, expenditure, profit and loss.

☐ Copy of Event Equipment Form (in-kind) – if applicable.
Current equipment form and fees and charges can be found at mountgambier.sa.gov.au

☐ List of all funding partners for event.

☐ Completed Risk Assessment for your event.

☐ Proof of Public Liability Insurance to the value of at least $20 million with a location of Australia and/or worldwide.

City of
Mount Gambier

mountgambier.sa.gov.au
city@mountgambier.sa.gov.au
(08) 8721 2555