

# GRANT AND SPONSORSHIP PROGRAM

## GUIDELINES & APPLICATION



City of  
Mount Gambier



# Contents

<b>3</b>	Guidelines
<b>3</b>	Introduction
<b>4</b>	Definitions
<b>5</b>	What funding is available
<b>6</b>	Timing of applications
<b>7</b>	Funding conditions and criteria
<b>10</b>	Application
<b>12</b>	Events
<b>18</b>	Community Strengthening Grants
<b>21</b>	Creative Arts Fund
<b>25</b>	Sport and Recreation Capital Works
<b>31</b>	Quick Response
<b>34</b>	Venue Sponsorship
<b>35</b>	Acquittal

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

The new program will ensure funding is administered in a responsible, just, 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:**

- Minor Events Grant,
- Major Events Grant,
- Corporate Sponsorship,
- Minor Community Strengthening Grant,
- Major Community Strengthening Grant,
- Creative Arts Fund,
- Sport and Recreation Capital Works,
- Quick Response, and
- Venue 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 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.

**Auspecting** - An arrangement where an eligible organisation agrees to apply for and manage a grant on behalf of another group. The auspecting 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 funding 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** - Funding 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.

# What funding is available?

Minor Events Grant	Major Events Grant	Corporate Sponsorship
Funds provided to community organisations to support the delivery of community events with a demonstrated benefit to Mount Gambier.	Funds provided to major/significant events held within the region to attract substantial economic benefit and visitation to Mount Gambier.	Funds for large-scale signature events or programs that have the potential to be regionally, nationally or internationally significant which provide substantial visitation, media coverage, profiling opportunities and positive economic impact for Mount Gambier.
<b>Up to \$2,000</b>	<b>\$2,001 - \$15,000</b>	<b>Over \$15,000</b>
Two rounds each financial year	Two rounds each financial year	Two rounds each financial year

Minor Community Strengthening Grant	Major Community Strengthening Grant	Creative Arts Fund
Funds for community projects that support community quality of life, increase the usage of community facilities and/or encourage people to participate in community services and activities.	Funds for community projects that support community quality of life, increase the usage of community facilities and/or encourage people to participate in community services and activities.	The Creative Arts Fund provides funds to artists, community groups and non-profit community based organisations for creative public art projects within Mount Gambier.
<b>Up to \$1,500</b>	<b>\$1,501 to \$10,000</b>	<b>Minimum total project cost from \$3,000</b>
Two rounds each financial year	Two rounds each financial year	One round each financial year

Sport and Recreation Capital Works	Quick Response Grant	Venue Sponsorship
Funds to assist in the development of, and/or capital renewal of sport and recreation infrastructure within Mount Gambier.	Funds to support small funding programs which were previously open on an ongoing basis throughout the year as Council transitions to the new funding program.	Funds for the use of nominated Council facilities to support local not-for-profit organisation to deliver activities that provide meaningful social impact and respond to community need.
<b>Up to \$50,000 – minimum total project of \$10,000</b>	<b>Up to \$2,000</b>	<b>Up to \$1,500</b>
One round each financial year	Ongoing – Four week assessment and notification process	Ongoing – Four week assessment and notification process



# Timing of applications

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

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

*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 [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)
- 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/project must be uploaded to the Australian Tourism Data Warehouse (ATDW). <https://www.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 evidence 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, or projects/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 2020-2024.

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/project 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 an acquittal report within two months of event/project completion.

This report requires proof of expenditure for all funded items (copy of paid invoices). 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/project on receipt of tax invoice (first instalment),
- Post event/project, 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](mailto: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.**

# Application

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

Is your organisation registered for GST?	YES	NO
Please provide your organisation's Australian Business Number (ABN)		
Are you being auspiced by another organisation?	YES	NO
<b>If YES please provide details and attach evidence</b>		
Organisation name		
Incorporation number		

## Event/project details

Event/project date(s)	
Event/project venue	

## Event/project summary *250 word description*

**City of Mount Gambier Strategic Plan 2020-2024**

*Tick the relevant pillars that your event/project will support*

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

<p><b>Our People</b></p> <p>A safe inclusive City where access to quality services &amp; facilities supports a socially connected, vibrant &amp; healthy community</p>	<p><b>Our Location</b></p> <p>A perfectly centered place where people aspire to live, work, visit &amp; invest</p>	<p><b>Our Diverse Economy</b></p> <p>A diversified, innovative &amp; resilient economy that generates jobs &amp; services</p>	<p><b>Our Climate, Natural Resources, Arts, Culture &amp; Heritage</b></p> <p>A culturally-inspired City that strives to minimise its ecological footprint</p>
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To download a copy of the Strategic Plan, please visit:

**[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)**

**Please explain how you will support these pillars** *Maximum 250 words*

Which grant are you applying for?	Please tick and follow direction
Minor/Major/Corporate Event Grants	<a href="#">Pages 12 to 17</a>
Minor/Major Community Strengthening Grants	<a href="#">Pages 18 to 20</a>
Creative Arts Fund	<a href="#">Pages 21 to 24</a>
Sports and Recreation Capital Works	<a href="#">Pages 25 to 30</a>
Quick Response	<a href="#">Page 31 to 33</a>
Venue Sponsorship	<a href="#">Page 34</a>



# 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 tourist visitation and deliver measurable economic benefits to the City,
- Facilitate community involvement in events and activities, and
- Attract new and diverse events to the City of Mount Gambier.

- 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



Minor	Major/Corporate
<ul style="list-style-type: none"> <li>• Supports the City of Mount Gambier Strategic Plan 2020-2024,</li> <li>• Ability to facilitate community involvement in the event/ activities,</li> <li>• Ability for the event to add to the diversity of the city's event calendar,</li> <li>• Acknowledgement of the City of Mount Gambier's sponsorship in all event publicity and promotions (please provide a proof for approval prior to printing),</li> <li>• Strong volunteer engagement,</li> <li>• Considers accessibility requirements of the community,</li> <li>• Use of local suppliers and businesses, and</li> <li>• Activates the CBD</li> </ul>	<p>All minor criteria, plus:</p> <ul style="list-style-type: none"> <li>• Ability to increase visitation to Mount Gambier including intrastate and interstate visitors,</li> <li>• Demonstrate the ability to deliver significant and measurable economic benefit to Mount Gambier,</li> <li>• Marketing plan and promotional strategies,</li> <li>• Demonstrated capacity of the event organisers to successfully manage the event,</li> <li>• Risk management and event accessibility planning,</li> <li>• Event sustainability planning and strategies,</li> <li>• Involvement of and consultation with local businesses, artists and community groups,</li> <li>• 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</li> <li>• Ability to generate financial support beyond the City of Mount Gambier's support.</li> </ul>

*Please speak to the Community Events team to obtain a "How to run your own event guide" for tips and tricks to organising and conducting a successful event.*

## Rounds

Round 1:	Round 2:
For events held between October - April	For events held between May - September

# Application

Are you considering applying for use of a Council venue?

*If yes, please attach completed Venue Hire Form*

YES

NO

Are you considering using Council land?

*If yes, please attach completed Special Event Permit Application*

YES

NO

**Please note** – *if you are in the process of negotiating access to a Council venue, you will need to complete the Venue Hire Form or/and the Special Event Permit Application before we can consider this application.*

## Anticipated event attendance

Number of anticipated attendees 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 itemised budget showing all income, expenditure, profit and loss.*

## Sponsorship request

**Minor Event Grant (up to \$2,000) / Major Event Grant (\$2,001 - \$15,000) / Corporate Event Grant (over \$15,000)**

**Cash amount:**

\$

ex GST

Describe below how your funds will be spent:

**In-kind amount:**

*(Refer to Schedule of Fees and Charges Event Support for an estimated cost.)*

\$

Please detail any other assistance you are requesting (e.g. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc.).

**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.

**Complete the A to J if applying for a Major/Corporate Event Grant**

**A. Event description and program outline**

*Please attach detailed program.*

*Please include activities, entertainment, catering and other relevant information.*

**B. Event history**

*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.*

**C. Event objectives**

*Please list the aims and objectives of the proposed event.*

**D. Event sustainability**

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

### **E. Economic impact**

*Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.*

### **F. Sponsorship Acknowledgement**

**Outline how you intend to recognise the support provided by City of Mount Gambier**

*When using the City of Mount Gambier logo please provide a proof for approval prior to printing.*

### **G. Community involvement and consultation**

*How will your event involve local business, artists, volunteers and community groups?  
e.g. markets, entertainment, food, security etc.*

### **H. Accessibility and inclusion**

*How will you address accessibility and inclusivity for people with disabilities?*

### **I. Environmental impact**

*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.*

### **J. Event evaluation**

*How will you know if you have achieved the aims and the objectives of the event?*



## 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.

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.

List of all funding partners for event.

Copy of Hire Permit/Special Event Permit – if applicable.

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 world-wide.

## If your application is successful, please email the following documentation to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)

Your business plan and/or marketing plan.

Copy of your organisation's most recent audited annual financial statement (Major/Corporate Grants only).



# Community Strengthening Grant

Limited funds of up to \$1,500 are available to community groups for the development of community services.

Certain types of projects will be given priority, these priority areas include:

- Community projects, community initiatives and/or the maintenance and improvement of community capital and community quality of life.
- Projects which encourage the development of self-help activities, particularly those which represent new approaches to meeting community needs.
- Projects which increase community usage of local facilities. Funding for renovation, repair, equipment or program development may be considered.
- One off project which encourage people towards active participation in community services and activities.
- Projects that encourage the development of the community in which individuals and groups have access to facilities, programs and services.

- The Councils knowledge of the local host organisation and the confidence that the council funds will be used wisely and for the purposes stated.
- A project indicating some evidence of general community benefit.
- Locally based host organisations are not for profit and most importantly managed predominately by community volunteers.
- Supports the delivery of the strategic goals outlined in the Strategic Plan.

As a general rule, preference will be given to funding those groups showing a high incidence of self-help as evidenced by matching funds put towards the project/initiative by the group, which might be from its own resources or provided by service groups or the like.

## Rounds

Round 1:	Round 2:
For projects held between October - April	For projects held between May - September

# Application

Are you considering applying for use of a Council venue? <i>If yes, please attach completed Venue Hire Form</i>	YES	NO
Are you considering using Council land? <i>If yes, please attach completed Special Event Permit Application</i>	YES	NO

**Please note** – if you are in the process of negotiating access to a Council venue, you will need to complete the Venue Hire Form or/and the Special Event Permit Application before we can consider this application.

<b>Is this a new or existing project?</b>	New	Existing
<b>Expected number of <u>local residents</u> you anticipate your project will benefit:</b>		
<b>Expected number of <u>visitors</u> you anticipate your project will benefit:</b>		

Membership of organisation	Junior	Senior	Total
Male			
Female			
<b>Total</b>			

**Sponsorship request**  
**Minor (up to \$1,500) / Major (\$1,501 - 10,000)**

<b>Cash amount:</b>	\$	ex GST
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Describe how your funds will be spent:

<b>In-kind amount</b> (Refer to Schedule of Fees and Charges for an estimated cost.)	\$
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Please detail any other assistance you are requesting (e.g. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc.).

**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.

## 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 Community Strengthening 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 project, within two months of the completed project. 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.

Name

Signature

Date

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

Full Project Budget showing all income, expenditure, profit and loss.

List of all funding partners.

Copy of Hire Permit/Special Event Permit – if applicable.

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





# Creative Arts Fund

Applications will be assessed by their ability to culturally enrich Mount Gambier, build connections within our community, elevate the profile and practice of regional artists, diversify artistic offerings within the city and encourage cultural tourism in one of the following ways:

- Produce original, relevant and quality artistic and cultural works that celebrate Mount Gambier's distinct arts, culture and heritage,
- Supports the delivery of the strategic goals outlined in the Strategic Plan,
- Provide professional development opportunities to artists and community groups,
- Add to the city's profile as a vibrant and culturally diverse destination,
- Increase access to an artistic or cultural experience for the community,
- Develop stimulating spaces that attract visitors and create a sense of community attachment, and
- Activates the CBD.

Applicants are encouraged to review and consider the City of Mount Gambier Strategic Plan prior to lodging an application.

## Application process

Submit a draft proposal outlining your project, including what it will be, where it will be and a sketch, photograph, design or drawing of what you are proposing. Ensure this includes how your project meets the strategic goals of the City of Mount Gambier and the Riddoch Arts & Cultural Centre.

You will also need to include:

- A CV,
- Examples of previous work,
- 200 – 500 words explaining your project,
- 200 – 500 words outlining how it fits into the goals identified on the first page,
- Expected duration/completion/display dates, and
- Draft budget.

# Eligibility

An incorporated community group.	Y
A not-for-profit organisation limited by guarantee.	Y
An unincorporated group auspiced by an incorporated association, and/or	Y
Professional artist with an ABN.	Y
Profit-making groups and organisations.	N
Government departments or agencies (including schools).	N
Applicants who have failed to acquit previous City of Mount Gambier grants	N
Applicants who fail to submit all relevant supporting documentation as requested.	N

If you are applying as an organisation, you will be required to provide financial details such as a statement and balance sheets to demonstrate your suitability for funding. All accumulated funds should be adequately explained.

## Applicants must:

- Be located within, service or have a background or other connection with the City of Mount Gambier community or demonstrate community engagement in process and/or outcome,
- Provide a copy of their Public Liability Insurance Cover (\$20 million minimum cover) with a geographical limit of Australia and/or worldwide,
- Have an ABN,
- Obtain all development approvals required for the delivery of the project, and
- Include a copy of their organisations' Certificate of Incorporation in their grant application (where applicable).

## Projects not eligible for funding:

- Repeat projects,
- Projects or stages of projects which have already commenced,
- Purchase of buildings or land,
- Staff positions,
- Capital works,
- Projects undertaken for business development,
- Fundraising activities,
- Projects that are part of the organisations annual or regular program of activities, for example, end of year performances, and
- Activities that are expected to return a profit through ticket sales etc.

## Development Approval (for murals and installations):

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Where a grant application is lodged without a Development Application but the need for a Development Application is later identified, applicants will be expected to lodge the Development Application with required information within seven days of being advised that it is required.

Works on the project should not commence until Development Approval has been obtained, if required. Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555.

Creative Arts Fund – [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support with the completion of the Development Application process, and that the progress of the project and grant funding is not delayed.

As part of Council's commitment to the Creative Arts Fund, all Council fees will be waived for assessment of applications associated with the fund (this does not include State Heritage or DPTI fees), a State Government lodgement fee of \$193.00 will be included within the grant that is awarded to the applicant for any application requiring development approval.

# Application

**Please describe your concept in more detail. Include the following (if/as relevant): planning and execution, timelines, target audiences, promotion, venues, expected attendance, intended outcomes. (200 - 500 words)**

Any project depicting Aboriginal and Torres Strait Islander culture must demonstrate appropriate engagement or connection to this community. Please discuss with Riddoch Arts and Cultural Centre staff prior to submission.

**Why do you want to do this project?**

**Do you have public liability insurance?**

YES

NO

<b>Project income (GST inclusive)</b>	<b>Amount \$</b>	<b>Cash \$</b>	<b>In-kind \$</b>
<b>Support income</b> – List the name of any organisation contributing to the project.			
<b>Earned income</b> – if applicable, list source, e.g. cost to participants.			
<b>TOTAL INCOME \$</b>			

<b>Project costs</b> <i>Please provide a breakdown of expenses under each category.</i>	<b>Total Cost \$</b>	<b>Amount from Council \$</b>
<b>Artist fees</b> – fee for artist/s producing work (this includes the individual/group applying for the grant if they are the primary makers)		
<b>Administration</b>		
<b>Production</b>		
<b>Freight</b>		
<b>Equipment/materials</b> – list components.		
<b>Marketing and promotion</b> – list components.		
<b>Insurance costs</b> – check with your insurer whether your existing coverage extends to the activities of this project.		
<b>Other</b> – e.g. ongoing maintenance.		
<b>TOTAL EXPENDITURE \$</b>		

**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 Creative Arts Fund 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 project, within two months of the completed project. 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.

Name

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

- Relevant CV's.
- Examples of previous work.
- Design or mock-up of proposed work.
- Proof of Public Liability Insurance to the value of at least \$20 million with a location of Australia and/or worldwide.



# Sport and Recreation Capital Works

The aim of the City of Mount Gambier Sport and Recreation Capital Works is to foster and assist in the development and/or capital renewal of sport and recreation infrastructure, within the city.

Applications for funding under the Sport and Recreation Capital Works, as a general rule, should be for projects with a minimum total project cost of \$10,000 and a maximum project cost of \$50,000. For any application over \$50,000, a separate business case should be provided prior to 30 November to be considered in Council's annual budget process for funding in the next financial year.

Preference will be given to applications which can demonstrate a high incidence of self-help by either matching

funds or significant in-kind contributions by the organisation, towards the project evidenced by bank statements or written commitment from funding partner/s.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in-kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with the application.

The applicants 'self help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

## Eligibility

Any sport or recreation organisation, which is based in the City of Mount Gambier area and whose activities are predominantly conducted within the City of Mount Gambier.	Y
Applicants must have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.	Y
Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <a href="https://www.abr.gov.au/">https://www.abr.gov.au/</a>	Y
An organisation may only submit one application per financial year.	Y
Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.	N
Projects which have already commenced or completed prior to grants being awarded.	N
Projects submitted by individuals.	N

### **What types of projects are eligible:**

- Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc,
- Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc,
- New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc,
- Projects which are aimed at increasing the community usage of specific sport or recreation facilities, and
- Projects that improve existing buildings, fire or public safety including disability access and inclusion to meet current standards relative to their use.

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

### **Assessment:**

Council may seek additional information and support from a local, regional or state association or equivalent, when and if required for assessment of application.

### **Development Approval:**

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Applicants are expected to lodge the Development Application with required information within seven days of being advised that it is required. Works on the project should not commence until Development Approval has been obtained, if required. Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555:  
[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete the Development Application

process, and that the progress of the project and grant funding is not delayed.

Applications which are not accompanied by the following documents will not be considered:

- Written Quotes - x2 for works >\$5,000, x3 for works >\$20,000,
- Current financial statements,
- All bank statements for the last three months up to the current date, and
- Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

Council grant funding is subject to landowner/council consent including any engineering/building requests.

### **Payment conditions of grants:**

The final grant instalment will be paid to successful applicants following completed acquittal and receipt by Council of evidence clearly demonstrating that the project has been completed that include:

- Invoices for completed works,
- Development approvals/landowner consent.
- Evidence of completed works (i.e. photos, certificate/statement of completion, electrical or plumbing certificates).
- Warranty certificates/documentation as-constructed plans including specifications and service locations.
- Financial summary of completed project.
- Payment will not be made for a completed project which is not the project detailed in the grant application.
- If there is a significant reduction in the scope of works or total spend, Council remains the right to review its contribution on a proportional basis.
- An invoice must accompany the claim for payment.

Funds that are not acquitted by 30 June will be forfeited and no extensions will be accepted unless there are exceptional circumstances and a request, in writing, has been received by 15 March. The applicant must demonstrate that the project is or will be substantively complete at the time of submitting an extension request.



# Application

<b>Is your club/ association registered as a Good Sports Club?</b>	Yes		No	
	1	2	3	0 (Accreditation level for clubs without a Liquor Licence)

<b>Membership of organisation</b>	<b>Junior</b>	<b>Senior</b>	<b>Total</b>
<b>Male</b>			
<b>Female</b>			
<b>Total</b>			

**Why are you completing this project?**

**Where will the project be conducted?**

*If the construction is to occur on land owned by City of Mount Gambier, you MUST obtain approval from Council PRIOR to submitting this application, or your application will not be considered.*

A. Project cash expenses	
Item (List all items and expenses you will have to pay for with cash)	Amount \$ (inc GST)
<b>Sub total (A)</b>	<b>\$</b>

B. Project in-kind contributions	
Item (List all items which are to be provided IN-KIND toward your project)	Estimated value \$
<b>Sub total (B)</b>	<b>\$</b>

C. Project voluntary labour contributions	
Item (Provide an estimate of any voluntary labour directly involved in your project)	Estimated value \$
Skilled (Trade) voluntary labour	(hours) X \$45/hour =
Unskilled voluntary labour	(hours) X \$20/hour =
<b>Sub total (C)</b>	<b>\$</b>

<b>D. Total project cost (A + B + C)</b>	<b>Sub total (D)</b>	<b>\$</b>
--	----------------------	-----------

Project funding	
Item (Provide an estimate of any voluntary labour directly involved in your project)	Amount \$
<b>E. Your organisation's cash contribution</b>	
<b>F. Grant/s from other sources</b> (Attach evidence that other grants have been awarded)	
<b>G. Value of in-kind contributions</b> (Sub total B from previous page)	
<b>H. Value of voluntary labour</b> (Sub total C from previous page)	
<b>I. Value of grant request from Council</b>	
<b>J. Total project funding</b> (E + F + G + H + I)	

**[The total cost at (D) must equal the total funding at (J)]**

**[Please ensure that the total of (E), (F), (G) and (H) equate to at least 25 per cent of (J)]**

Reduced grant value	
<b>If a lower value grant is awarded will your organisation be able to proceed with the project?</b>	Yes      No
<b>If your project can still proceed, how will you meet the funding shortfall for the project?</b>	

## 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 Sport and Recreation Capital Works 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 project, within two months of the completed project. 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.

Name

Signature

Date

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

Written Quotes – x2 for works >\$5,000, x3 for works >\$20,000.

Current financial statements.

All bank statements for the last three months up to the current date.

Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.



# Quick Response (up to \$2,000)

To support applications to small funding programs which were previously open to an ongoing basis throughout the year.

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

Is your organisation registered for GST?	YES	NO
Please provide your organisation's Australian Business Number (ABN)		
Are you being auspiced by another organisation?	YES	NO
<b>If YES please provide details and attach evidence</b>		
Organisation name		
Incorporation number		

## Event/project details

Event/project date(s)	
Event/project venue	

## Event/project summary *250 word description*

--

Which Grant are you applying for?	Please tick
Minor Event Grant	<input type="checkbox"/>
Minor Community Strengthening Grant	<input type="checkbox"/>
Major Community Strengthening Grant	<input type="checkbox"/>

Are you considering applying for use of a Council venue?  
If yes, please attach completed Venue Hire Form

YES NO

Are you considering using Council land?  
If yes, please attach completed Special Event Permit Application

YES NO

**Please note** – if you are in the process of negotiating access to a Council venue, you will need to complete the Venue Hire Form or/and the Special Event Permit Application before we can consider this application.

### City of Mount Gambier Strategic Plan 2020 - 2024

Tick the relevant pillars that your event/project will support

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

Our People	Our Location	Our Diverse Economy	Our Climate, Natural Resources, Arts, Culture & Heritage
A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community	A perfectly centered place where people aspire to live, work, visit & invest	A diversified, innovative & resilient economy that generates jobs & services	A culturally-inspired City that strives to minimise its ecological footprint

To download a copy of the Strategic Plan, please visit:

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

#### Please explain how you will support these pillars *Maximum 250 words*

#### Sponsorship request

##### Cash amount

Describe how your funding will be expended:

\$

ex GST



**In-kind amount**

(Refer to Schedule of Fees and Charges Event Support for an estimated cost)

\$

Please detail any other assistance you are requesting (e.g. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc.)

**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.

**Reason for applying for Quick Response**

Please explain why you have not applied during funding intake rounds.

**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 in its entirety.

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 project, within two months of the completed project. 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.

Name

Signature

Date

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

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

List of all funding partners for event/project.

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

Copy of Hire Permit/Special Event Permit – if applicable.

Copy of equipment form (in-kind) – if applicable (events only).

Completed risk assessment for your event (events only).



# Venue Sponsorship Program



## Mount Gambier Library

For City of Mount Gambier venues please visit:  
<https://mountgambier.bookable.net.au/#/>

There you can search for venues and make reservations for your next meeting or event.

We recommend you register as a customer so that you can manage all of your bookings online, and for some bookings such as City Hall or larger functions, this will be required.

In certain instances, where your booking provides a benefit to the Mount Gambier community, a partial or full waiver of hire fee may apply for certain venues.

Council will assess your purpose and may send an invitation to apply for sponsorship.



## Riddoch Arts and Cultural Centre

In certain instances, where your booking provides a benefit to the Mount Gambier community, a partial or full waiver of hire fee may apply. Council will assess your purpose and may send an invitation to apply for sponsorship.

<b>For assistance with:</b>	
<b>Riddoch Arts and Cultural Centre</b>	Call 08 87212 563
<b>Mount Gambier Library</b>	Call 08 8721 2540
<b>Or email</b>	<a href="mailto:city@mountgambier.sa.gov.au">city@mountgambier.sa.gov.au</a>



## Wulanda Venue Sponsorship

If you require Wulanda Venue Sponsorship, please email [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) attention: Strategic Recreation Coordinator with your request.



# GRANT AND SPONSORSHIP ACQUITTAL



City of  
Mount Gambier







# Grant & Sponsorship Acquittal

If your funding application has been approved the acquittal form is required to be submitted within two months of your completed event/project.

Project/Event Name			
Organisation Name			
Postal Address			
Acquittal report prepared by		Phone	
Email			

Which grant did you apply for?	Please tick
Minor/Major/Corporate Event Grant	<input type="checkbox"/>
Minor/Major Community Strengthening Grant	<input type="checkbox"/>
Creative Arts Fund	<input type="checkbox"/>
Sport and Recreation Capital Works	<input type="checkbox"/>
Quick Response	<input type="checkbox"/>
Venue Sponsorship	<input type="checkbox"/>

## Event / Project Budget

Please attach final reconciled budget (income, expenditure, profit and loss)

Was the event/project delivered within budget?	YES	NO
--	-----	----

Were there any major budget variations?	YES	NO
---	-----	----

I have attached receipts to prove expenditure of the funds received from Council.	YES	NO
---	-----	----

**Please note** - Copies of invoices are not sufficient evidence to demonstrate expenditure of funds. Please supply either a receipt from the supplier or a copy of the bank transaction demonstrating payment.

## Volunteers

Number of Volunteers involved in the Event/Project	
--	--

Number of Volunteer hours in total	
------------------------------------	--

## Project / Event Rating

Overall project/event rating <i>1 - unsuccessful – 5 - very successful</i>	1	2	3	4	5
---	---	---	---	---	---

## Council Acknowledgement

Detail how Council's support for this event was acknowledged. Please attach any materials developed as part of your project/event e.g. media coverage or publicity, flyers etc.

## City of Mount Gambier Strategic Plan 2020 - 2024

*Tick the relevant pillars that your event/project will support*

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

#### Our People

A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community

#### Our Location

A perfectly centered place where people aspire to live, work, visit & invest

#### Our Diverse Economy

A diversified, innovative & resilient economy that generates jobs & services

#### Our Climate, Natural Resources, Arts, Culture & Heritage

A culturally-inspired City that strives to minimise its ecological footprint

To download a copy of the Strategic Plan, please visit:

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

**Please explain how you supported these pillars** *Maximum 250 words*

**Participation/Attendance**

Applicable for Events and Community Strengthening Program Sponsorships

Number of participants / attendees per day

**Please provide a percentage breakdown of the participants/attendees**

Local	%	Region	%
Interstate	%	Intrastate	%
International	%	<b>Must equate to 100%</b>	

Please provide percentage of non-local participants and spectators that stayed in paid accommodation within the region and how many nights.

\_\_\_\_\_ % \_\_\_\_\_ Nights

**Supporting Local**

Did your project/event involve local suppliers/businesses, contractors, service clubs and/or Australian made products?

YES

NO

Detail the local support below:

**Australian Tourism Database Website**

Have you listed your project onto ATDW? <https://www.atdw.com.au/>

YES

NO



## SWOT Analysis

Please analyse & list the Strengths, Weaknesses, Opportunities & Threats of your event/project.

### *Strengths*

### *Weaknesses*

### *Opportunities*

### *Threats*

## Declaration

I certify to the best of my knowledge the information provided in this acquittal and associated documentation are true and correct.

Name:

Signature:

Date:

**Before submitting your evaluation, please ensure you have attached the following supporting documents for the relevant program:**

## Events

Full reconciled budget showing all income, expenditure, profit and loss.

Copies of receipts to prove expenditure of funds from Council

Copies of marketing and promotional materials

Clear high resolution digital photos of event (at least two)

Tax invoice for final instalment (cash only grants)

## Community Strengthening Program

Full reconciled project budget showing all income, expenditure, profit and loss

Copies of receipts to prove expenditure of funds from Council

Copies of marketing and promotional materials

Clear high resolution digital photos of project (at least two)

Tax invoice for final instalment (cash only grants)

## Creative Arts Fund

Evaluation of project

Financial summary of completed project

Copies of all invoices and receipts for completed works

Photos of completed works

Tax invoice for final instalment (cash only grants)

## Sport and Recreation Capital Works

Written quotes – x2 for works >\$5,000, x3 for works >\$20,000

Financial summary of completed project

Copies of all invoices and receipts for completed works

Development approvals/landowner consent

Photos of completed work

Certificate/statement of completion, electrical or plumbing certificates

Warranty certificates/documentation

As-constructed plans including specifications and service locations

Tax invoice for final instalment (cash only grants)

## Quick Response

Full reconciled event/project budget showing all income, expenditure, profit and loss

Copies of receipts to prove expenditure of funds from Council

Copies of marketing and promotional materials

Clear high resolution digital photos of event/project (at least two)

Tax invoice for final instalment (cash only grants)

## Venue Sponsorship

Complete acquittal pages 36-39 and sign declaration



City of  
Mount Gambier



[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)  
[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)  
(08) 8721 2555

