

GRANTS AND SPONSORSHIP PROGRAM

GUIDELINES & APPLICATION

Quick Response



City of
Mount Gambier



Contents

- 3** Guidelines
 - 3** Introduction
 - 4** Definitions
 - 5** Funding conditions and criteria
- 9** Quick Response 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 and projects, upgrade infrastructure or facilitate art projects 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.

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.

Funding conditions and criteria

The following criteria relates to Quick Response 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/project with the respective Council department.
- 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). 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 assessor for consideration.
- Minor breaches may exclude an applicant/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.
- Applications will be assessed against the predetermined criteria and the capacity of the applicants to deliver the activity as stated within the program guidelines.

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,
- 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 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.

Funds will not be provided for

- Reimbursement of monies already spent outside of current financial year, 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,
- Politically motivated campaigns or events, and
- Venue hire fees for Wulanda Recreation and Convention Centre or City Hall (Please refer to Venue Hire Sponsorship Application at mountgambier.sa.gov.au).

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. An application must be complete with supporting documents before they can be assessed.

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.

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/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 or contact (08) 8721 2555.

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



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
If YES please provide details and attach evidence		
Organisation name		
Incorporation number		

Event/project details

Event/project name	
Event/project date(s)	
Event/project venue	

Event/project summary *150 word description*

--

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.		

City of Mount Gambier Strategic Plan 2024-2028 *Tick the relevant priorities that your event/project will support*

Please identify 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				

Sponsorship request

Cash amount <i>Describe how your funding will be expended:</i>	\$	ex GST
--	----	--------

In-kind amount <i>(Refer to Schedule of Fees and Charges Event Support for an estimated cost)</i>	\$
---	----

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 accounts 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 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.

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.

Requested meeting with Community Events Team to calculate in-kind amount - if applicable.
Current Equipment Form and Fees and Charges can be found at mountgambier.sa.gov.au

City of
Mount Gambier



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

