

Community Christmas Event Contributions





About the Community Christmas Event Contributions Program

Alexandrina Council's Community Christmas Event Contributions program is to provide support for community groups within the Alexandrina region to engage the community in Christmas events that stimulate community interest, encourage participation and foster community Christmas spirit.

Please ensure that you have read these Guidelines and consulted with Council's Grants Officer and/or Council's Facilities Activation Co-ordinator, or their delegate, prior to completing the application form.

Eligibility

Who can apply?

Community Christmas Event Contribution	Yes	No
Not-for-profit incorporated community groups or legal entities with comparable status	✓	
Unincorporated not-for-profit community groups auspiced by an appropriate incorporated community group or comparable legal entity	✓	
Businesses		✗
Individuals		✗
Community groups with outstanding debts such as rates, fees or charges to Alexandrina Council		✗
Community groups applying for retrospective payments		✗
Community groups that have not provided a satisfactory Evaluation and Acquittal Report for any previous funding received from Council		✗
Community groups applying for activities occurring outside the Alexandrina Council region		✗
Alexandrina Council Elected Members or employees		✗

What type of activities will be funded?

Council is seeking to fund community-led projects that contribute towards creating a Liveable, Green and Connected Alexandrina and help our communities to thrive by bringing generations and communities together in the following ways:

- Providing opportunities for community connection at Christmas events and gatherings
- Supporting all Alexandrina residents to have an enjoyable festive season by offering inclusive Christmas celebrations that combat social isolation and disadvantage.

Eligible expenditure items include:

- Marketing and promotional costs
- Equipment or venue hire
- Purchase of goods, services or materials directly related to event delivery.

What will NOT be funded?

- Projects or activities occurring outside the Alexandrina Council region
- Applications that do not adequately meet the assessment criteria outlined overleaf
- Applications that do not establish any benefit to the Alexandrina community
- Requests for ongoing operational or administrative costs
- Reimbursement of funds already spent, for activities already held or which have already commenced

What funding is available?

The following funding amounts are available for eligible entities:

- A maximum of \$2,500 for community events with expected attendance of at least 500 people
- A maximum of \$1,000 for all other Christmas events.

A minimum funding request of \$500 applies for all applications.

A total of \$10,000 has been allocated to the Community Christmas Event Contributions Program in 2023.

Applicants will be required to make a co-contribution towards the project, either financial or in-kind.

**Applications will be accepted between
9am on Friday 1 September and 4pm on Saturday 30 September 2023.**

Application

Application Process

Applicants are strongly encouraged to contact Council's Grants Officer on 8555 7000 to discuss their proposal before commencing the application process. Applicants seeking funding for the delivery of large-scale community events are also required to contact Council's Facilities Activation Co-ordinator on 8555 7000 before commencing their application.

Applications must be made by completing the online Community Christmas Event Contributions Application Form, accessed via the SmartyGrants link on Council's website alexandrina.sa.gov.au/discover/grants

All questions on the Application Form must be fully completed and applicants must provide a fully itemised budget including details of their own and other co-contributions, cash or in-kind (labour, equipment or materials etc.) and any other funding

received. Applicants will be required to provide details of Public Liability Insurance cover (\$10 Million minimum or \$20 Million for public events).

Council is committed to providing services and experiences that are inclusive for all people who live in, work in or visit our region. Applicants will be required to consider the accessibility of their project outcomes to ensure events and activities are inclusive to all members of the community.

Council is committed to creating a Green Alexandrina where resources are managed sustainably and creatively. Applicants will be expected to manage the environment impact of their projects and incorporate sustainable practices. Projects that include the reuse, recycling or repurposing of materials will be viewed favourably.

Late applications will not be accepted.

Assessment Process

Applications received will be subject to an "Eligibility Check" and applicants may be contacted to seek further information with regards to their application. Any additional information or documentation requested must be submitted within 5 working days. No further resubmissions will be allowed.

If an application meets all eligibility criteria, it will proceed to the "Assessment" stage, where the application will be assessed by a panel against the criteria outlined below. A weighted average score will be allocated to each application to provide a

ranking. Recommendations on which applications to support and the amounts to be awarded will be made to the General Manager Community for approval, based on the ranked assessment scores. Achieving an equitable distribution of funds across the Alexandrina region may also be taken into account when making decisions on which projects to fund and the amounts to be awarded.

Applicants will be notified of the outcome of their application by the end of October 2023.

Assessment Criteria

	Criteria	Weight
1.	Extent to which application demonstrates a contribution towards a Liveable, Green and Connected Alexandrina and fosters Community Inclusion through festive events.	30%
2.	Extent to which the application demonstrates how the project benefits the Alexandrina community.	30%
3.	Extent to which application demonstrates value for money.	20%
4.	Extent to which application demonstrates applicant's capacity to deliver the project.	20%



How to contact us

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