# Community Events Grant

# About the Community Events Grant

Alexandrina Council's Community Events Grant program provides in-kind and financial support for event organisers to deliver community events across the Alexandrina community. Council recognises that community events, celebrations and gatherings create meaningful opportunities for social and cultural interaction and encourage community connection.

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

# Eligibility

## Who can apply?

| Community Events Grant | 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 with an ABN | ✓ | |
| Individuals | | ✕ |
| Applicants with outstanding debts such as rates, fees or charges to Alexandrina Council | | ✕ |
| Applicants seeking funding for retrospective payments | | ✕ |
| Applicants that have not provided a satisfactory Evaluation and Acquittal Report for any previous funding received from Council | | ✕ |
| Applicants seeking funds for events 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 events that contribute towards creating a Liveable, Green and Connected Alexandrina and support our communities to thrive by bringing generations and communities together and attracting visitors to the region.

**Eligible expenditure items may include:**

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

## 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
- Events that already receive funding through Council's Community Event Contributions program.

## 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 community events.

Applicants can request both in-kind and cash amounts according to their specific needs to a combined total of the maximum amounts above.

A total of $10,000 has been allocated to the Council Community Events Grant program in this round to support events occurring up to 31 October 2024.

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

Applicants who have been invited to apply for a Community Event Contribution are not eligible to apply for a Community Events Grant for the same event.

**Applications will be accepted from 1 August 2023 until 30 April 2024 or until funds are exhausted.**

# Application and Assessment

## Application Process

Applicants are strongly encouraged to contact Council's Events Co-ordinator on **8555 7000** to discuss their event proposal before commencing the application process.

Applications must be made by completing the online Community Events Grant Application Form, accessed via the SmartyGrants link on Council's website **alexandrina.sa.gov.au/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 ($20 Million minimum).

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 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 environmental impact of their events and incorporate sustainable practices.

**Late applications will not be accepted.**

## Assessment Process

Applications will be accepted on a rolling basis and assessed monthly. Applications received will be subject to an "Eligibility Check" undertaken by a member of Council's grants administration team. Applicants may be contacted to seek further information with regards to their application. Any additional information or documentation requested must be submitted within five working days. No further resubmissions will be allowed.

If an application meets all eligibility criteria, it will proceed to the "Assessment" stage which will differ according to the funding amount sought.

## Assessment Criteria

### Applications for amounts up to $1,000

An assessment against the criteria below will be undertaken by a member of Council's grants administration team. If the application is deemed to have satisfactorily met the criteria, the application will be recommended for funding, subject to the availability of funds. Approval will be sought from the relevant department Manager prior to the awarding of any grant funding.

**Applicants will be notified of the outcome of their application by the end of the month following submission.**

| Criteria |
| --- |
| 1. The application adequately demonstrates a contribution towards a Liveable, Green and Connected Alexandrina and fosters Community Inclusion through event delivery. |
| 2. The application adequately outlines how the project benefits the Alexandrina community. |
| 3. The application adequately demonstrates value for money. |
| 4. The application adequately demonstrates the applicant's capacity to deliver the project. |

### Applications for amounts over $1,000

Eligible applications will be assessed by a panel against the criteria outlined below. A weighted average score will be allocated to each application out of a maximum score of 100. For an application to be recommended for funding, it must obtain a weighted average score of at least 60 and be recommended for funding by a panel majority. The panel's recommendations on whether projects should be funded and the suggested grant amount to be awarded will be submitted to the relevant department Manager for their approval.

**Applicants will be notified of the outcome of their application within 6 weeks of the end of the month following submission.**

| Criteria | Weight |
| --- | --- |
| 1. Extent to which application demonstrates a contribution towards a Liveable, Green and Connected Alexandrina and fosters Community Inclusion through event delivery | 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% |

# Important information

Applicants are strongly encouraged to discuss their project proposal with Council's Events Co-ordinator before commencing the application process.

Meeting the advertised eligibility and assessment criteria does not guarantee an offer of funding or the amount sought as all decisions regarding the awarding of grant funding is at Council's discretion.

All recipients of a Community Events Grant will be required to abide by current government advice and legislation with regard to public health and hygiene measures whilst undertaking funded activities. For the latest advice, please check **covid-19.sa.gov.au**

All recipients of funding are required to ensure they have adequate risk management practices and plans in place to manage potential safety and/or environmental hazards.

Council will not waive fees associated with the delivery of events, e.g. road closures, requests for infrastructure, cleaning, waste management, site or venue hire fees etc. Please include these fees in your cost/budget estimates.

All recipients of a Community Events Grant will be required to comply with recognised industry standards and observe any relevant Federal, State or Local Government regulations or guidelines.

Recipients will be required to obtain all relevant approvals, permits and licences related to the project and provide evidence of landowner consent where relevant. Please refer to the Community Events Grant Frequently Asked Questions for guidance on the specific approvals that may be required for your project.

## Conditions of funding

**Funded events must be completed by 31 October 2024.**

Recipients must sign an Alexandrina Council Funding Agreement which details the terms and conditions of the funding prior to the funds being provided. Payment of funding awarded will be made by EFT upon receipt of a signed and completed Funding Agreement and submission of a valid Tax Invoice (for organisations registered for GST).

Funds must be spent according to the terms outlined in the Funding Agreement. Should the nature of your funded activity change, a request to vary the funded activity must be submitted to Council in writing. Changes to the agreed activity cannot be made without Council approval, or return of funding to Council may be required.

All recipients will be required to complete a brief Evaluation and Acquittal Report within two months of project completion. This report will require completion via SmartyGrants, Council's online grant administration system and will require proof of expenditure for all funded items and photographs demonstrating your funded activity. Non-compliant applicants are unlikely to be eligible for any future funding from Council. Any unexpended funding must be returned to Council.

Council must be acknowledged for their role in supporting any funded activities. This may include media releases or the use of Council logo on promotional materials and/or signage.

Where a project runs over budget, Alexandrina Council is not responsible for meeting any shortfall.

## More information

For more information or assistance with your application, please contact Council's Events Co-ordinator on **8555 7000** or by email to **alex@alexandrina.sa.gov.au**

# How to contact us

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