Policy Title:	**COMMUNITY EVENTS SUPPORT POLICY**
Policy Subject:	Community
Policy No:	#1885610
Directorate:	Community Services
Department:	Community & Culture
Section:	
Responsible Officer:	Executive Manager - Community & Culture
Authorised by:	Director Community Services
Adopted Date:	16 April 2008
Review Date:	16 April 2009
Amended Date:	

OBJECTIVES:

To establish guidelines for community organisations and groups to apply for financial assistance from the Fraser Coast Regional Council to support their events.

To identify those events that the Fraser Coast Regional Council will support on a recurrent or limited time frame basis.

1. POLICY:

1.1 Total allocations for event grants are determined annually. Allocations are determined for two categories of support:-those being a). 'One-off' Annual Support and b). Established Recurrent Support. It should be noted that entry to the category of "Established Recurrent Support" cannot be applied for unless an event is more than three (3) years old, and only by resolution of Council, with a full report outlining why the event should be recurrently supported by Fraser Coast Regional Council. (Grants will be considered for increases at budget time annually, in accordance with the official Consumer Price Index (all Groups, Brisbane) as published by the Australian Bureau of Statistics.

1.2 Council will keep a register of all current recurrently supported events with this Policy at all times. (See Attachment One to this Policy). This register will be reviewed biennially (every two (2) years).

1.3 Applications for one-off annual support for Community Event grants will be invited in March and September each year (if there is sufficient funding available to run a second round), for consideration by the Community Events Support Selection Panel. Grants will be allocated in August and November each year, respectively. Grants will be awarded on the basis of assessment of applications.

1.4 Applications for 'one-off' annual funding will only be received on the Community Events Support Scheme Application Form, and must be submitted by the advertised closing date. Applicants are welcome to discuss their submissions with the Executive Manager Recreation and Open Space, Executive Manager Community and Culture, the Recreation Officer, the Events Co-ordinator or their nominated representatives.

1.5 Funds will be allocated giving consideration to the number of applications and the total funds available in Council's annual budget. Applications on behalf of two or more organisations or groups are encouraged. Applicants are to provide all supporting information and are urged to be realistic in their requests for funds.

1.6 The level of assistance available through the program is limited by the Council's budget decisions and its priorities. No applicant can be guaranteed funding nor can an applicant be guaranteed funding to the full amount requested. It is important that each applicant consider these limitations when preparing the request for assistance. Rejection of an application does not necessarily mean that the project or activity is not worthy of support.

2. ELIGIBILITY

2.1 Organisations must be incorporated and a copy of the Certificate of Incorporation must be enclosed with the application.

2.2 A copy of the latest audited financial statement of the organisation must be enclosed with the application.

2.3 If the organisation is not incorporated, a sponsoring organisation must be obtained. A copy of the sponsor's Certificate of Incorporation must be enclosed together with a letter from the sponsor accepting responsibility for the project. A copy of the sponsoring organisation's latest audited financial statement must also be enclosed with the application.

2.4 Organisations must be based within the Fraser Coast Regional Council municipality or their event is to be held within Fraser Coast Regional Council boundaries.

2.5 Grants will not be made for projects that are primarily for the benefit of an individual.

3. SELECTION CRITERIA (for both 'one-off' and recurrent events)

3.1 Organisations will need to demonstrate:

- Community benefit from the planned event;
- Commitment to community involvement in the project;
- Expected outcomes of the planned event;
- Willingness to work co-operatively with other organisations where appropriate;
- A significant input to the project by the applicant (in either funds, labour or in-kind support).

4. ASSESSMENT (of 'one-off' events only)

4.1 Applications will be assessed by the Fraser Coast Regional Council's Community Events Selection Panel. Applications will be assessed on the basis of eligibility and selection criteria described in this policy.

4.2 Organisations are encouraged to apply for Community Events Grants to other relevant funding bodies as well as the Fraser Coast Regional Council's grants process. Fraser Coast Regional Council does not guarantee to match or complement funding obtained from any other body.

4.3 Funds are allocated on an annual basis and are not recurrent.

4.4 Up to six (6) city wide sports events may be funded annually across the whole Region (two for children, two for families and two for seniors)

4.5 Fraser Coast Regional Council reserves the right from year to year to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council. The recommendations of the Fraser Coast Regional Council are final.

5. ASSESSMENT (of recurrent events only)

5.1 Applications can only be processed for this category of funding if the event has been going for 3 years or longer;

5.2 Events in the following categories are eligible and will be considered for support through its 'recurrent events' category, eg. Returned Services, Seniors, Cultural, Visual Art, Music, City Beautification, 'Show', City Wide Festival, Christmas, Easter, New Year, Tourism, Environment, Community and Reconciliation. Council will seek to support a cross-section of event categories.

6. ACKNOWLEDGEMENT REQUIREMENTS(for 'one-off' and recurrent events)

6.1 Fraser Coast Regional Council expects relevant acknowledgement. This should include one or a combination of the following:

- Acknowledgement of the Council's support on materials related to the event.
- Opportunities for the Mayor or their nominated representatives to speak at key activities.
- Inclusion of the Mayor's messages in any project related publicity.

7. GRANT ACQUITTAL(for both 'one-off' and recurrent events)

7.1 It is a requirement of the conditions of funding that a project and financial report be submitted to the Council within six (6) weeks of the completion date of the event. Non submission may affect future funding applications.

8. INFORMATION ABOUT GRANTS(for 'one-off' and recurrent events)

8.1 Any monies received are subject to GST unless your organisation has been declared tax-exempt and/or you are eligible to sign a 'Statement by Supplier' as being GST exempt, by the Australian Taxation Office.

8.2 Funding from the Community Event Support Scheme may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, the Council reserves the right to revoke the offer of funding.

8.3 Any grant funds agreed to which are not spent in the current financial year will **NOT** be carried over to the next year unless requested by the applicant in writing and approved by the Council in writing.

Philosophy

Prior to the amalgamation of Hervey Bay, Maryborough, Tiaro and Woocoo Councils, all four Councils actively supported and managed a range of community events. The basis for support is the understanding that community events enliven and enrich the communities in which they are held. Events bring people together and play an integral role in Place Making, a key driver in Community Development, Social, Economic and Recreation planning in any place the world over.

This new Community Events Support Policy of the Fraser Coast Regional Council aims to provide assistance to non profit community organisations working to improve the quality of life of Fraser Coast residents and visitors to the region through supporting an exciting annual events programme.

There will also be a continued effort to assist the event managers become self sufficient where at all possible, by building capacity and alternative funding opportunities throughout the region.

Role

The role of this policy is to ensure that the important place that local events have held in many communities throughout the entire Fraser Coast Region, are not lost to those communities, and that there is a mechanism for assessing requests that will continue to arise from the community, for support of more events.

Authorities & Responsibilities

All requests for event support are reported to Council by way of an application process. An Events Advisory Council reviews the applications and makes recommendations for Council consideration. The Grant making for events is subject to availability of budget as determined by Council annually.

Scope and Activities

This policy covers the following situations:

a. Support for One –off minor events
b. Support for Major Events
c. Established Recurrent Events Listing

Reporting Standards

Budget is reported on monthly, and Events Support Applications are assessed and reported to Council up to twice annually.

Relationships

This Policy should be read in conjunction with any adopted Council Recreation, Sport and Open Space strategies, Council's Arts & Cultural Policy, Council's Social Plans and any other relevant approved planning documentation of Council that affect community groups.

HEAD OF POWER:

Local Government Act (Qld)

RELATED LEGISLATION:

Incorporations Act (Federal)

RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

Donations & Concessions to Community Groups, Welfare and Sporting Bodies Policy

Support for Community Organisations and Individuals Policy

Annual Revenue Statement - Rates, Charges and Development Fees Concessions (Community Groups)

Arts & Cultural Development Policy

Application Form – Community Events Support

ATTACHMENT TO POLICY:

Attachment One: All Events supported by the Fraser Coast Regional Council (supported recurrently by the former Councils of Hervey Bay, Maryborough, Tiaro and Woocoo).

DEFINITIONS:
Nil

HISTORY:

Amended: N/A

ATTACHMENT ONE

Attachment to Community Event Support Scheme Policy

Register of Recurrent Community Events Supported by Fraser Coast Regional Council

Former LGA	***Event***	***$***	***Category***	***Organisation***
HBCC	Senior Citizens Week	$1,500 + in-kind	Seniors	Council/ Community
HBCC	Seniors Expo	$1,000 + in-kind	Seniors	Community
HBCC	Under 8's in the Park Day	$500	Youth	Schools
HBCC	Anzac Day	$2,000	Returned Services	RSL
HBCC	Local Government Week	$500 + in-kind	Council	Council
HBCC	Christmas Carols by Candlelight	$6,078 + in-kind	Christmas	Ministers Fraternal
HBCC	Christmas The Messiah	$4,000	Music	Col Gardiner Oratorio
HBCC	Christmas Festival	$20,950 + in-kind	Festival	Council/ Community
HBCC	Pier Park Night Markets	$12,000 + in-kind	Cultural	Community/ Council
HBCC	Harmony Day	$2,000 + in-kind	Multi-cultural/ Reconciliation	Council/ State Govt.
HBCC	NAIDOC Week	$1,000 + in-kind	Reconciliation	Council/ Community/ State Govt.
HBCC	Spring Garden Competition (Hervey Bay)	$1,000	City Beautification	HBGC
HBCC	Seafood Festival	$1,540	Festival	Seafood Industry
HBCC	Fraser Coast Show	$3,000 + in-kind	Show	FCSS
HBCC	Whale Festival	$61,072 + in-kind	Festival	Council/ Community
HBCC	Teddy Bears Picnic	$2,500	Youth	Cony Park Pre-school & Kindergarten
HBCC	Yag'ubi	$5,000	Cultural	Yag'ubi Inc
HBCC	Pet Walk	$2,500 + in-kind	Educational/ Council	Council/ Community
HBCC	New Year's Celebration	$10,390 + in-kind	New Year	Council/ Community
HBCC	Healthy Parks, Healthy People	$12,000 + in-kind	Community/ Cultural	HAS Inc/Council
HBCC	Easter Esplanade Party	$5,000 + in-kind	Easter	Council/ Community
HBCC	Mayoral Prayer Breakfast	Mayor attends	Cultural	HB Minister's Fraternal

Former LGA	***Event***	***$***	***Category***	***Organisation***
HBCC	Mayoral Ball	$3,749	Business	HB Chamber of Commerce
HBCC	Australia Day Celebrations	$15,475 + in-kind	Cultural	Council/ Community
HBCC	Shakespeare on the Bay	$15,000	Cultural	USQ
HBCC	Youth Week	$1,000 + in-kind	Youth	Council/ Community
HBCC	Youth Band Nights	$500 + in-kind		
HBCC	Hervey Bay Art Society Art Show	$1,000 + in-kind	Visual Art	HBAS
HBCC	Skate Park Events	$200 + in-kind	Youth	Council
HBCC	Fraser Coast Cultural Festival	$5,000	Cultural	FCCFC Inc.
MCC	Australia Day Celebrations	$6,500 + in-kind	Cultural	Council/ Community
MCC	School Holiday program	$2,500 + in-kind	Youth	TESS/ Council
MCC	Fraser Coast Cultural Festival	$5,000 + in-kind	Cultural	FCCFC Inc
MCC	Youth Week	$2,500 + in-kind	Youth	Council/ Community
MCC	Anzac Day	$1,000	Returned Services	Council/ Community
MCC	Heritage Week	$1,000 + In-kind	Cultural	Council/ Community
MCC	Stand & Deliver (public speaking for young people)	In-kind	Youth	Council
MCC	Fraser Coast Show	$7,500 + in-kind	Cultural	FCSS
MCC	Local Government Week	$500 + in-kind	Council	Council
MCC	Qld Day	$500 + in-kind	Cultural	Community
MCC	Best of Brass	$4,000 + in-kind	Cultural	Council
MCC	World's Greatest Pub Crawl	In-kind		Council
MCC	Mary Poppins Festival in the Park	$15,000 + in-kind	Cultural	Council/ Community
MCC	Heritage City Markets	$7,000 + in-kind	Community	Council/ Community
MCC	Ghost Tours	$3,000 + in-kind	Cultural	Community
MCC	New Residents Meet and Greet	$1,000 + in-kind	Council	Council
MCC	Portside Moonlight Movies	$10,000 + in-kind	Council	Council

Former LGA	***Event***	***$***	***Category***	***Organisation***
MCC	NAIDOC Week	$200+ in-kind	Council	Council
MCC	Disability Action Week	$4,000	Council	Council/ Community
MCC	Senior's Week Morning Tea	$1,500 + in-kind	Seniors	Council
MCC	Community Services Expo	In-kind	Community	Council/ Community
MCC	Technology Challenge	$29,000 + major in-kind ($70,000)	Youth/ Sustainability	Council/ Schools
MCC	Master's Games	$2,500	Sports	Athletics Club
MCC	Dog's Day Out	$100	Education/ Health	Council
MCC	City Christmas Promotion	$20,000 + in-kind	Christmas	Council/ Community
MCC	Volunteer's Christmas Party	$3,000 + in-kind	Community/ Christmas	Council
MCC	New Year's Eve Celebrations	$15,000 + in-kind	Community	Council
TSC	Australia Day Celebrations	$2,500	Cultural	Council/ Community
TSC	Cleanup Australia Day	$1,000	City Beautification	Council/ Community
TSC	Anzac Day	$750	Returned Services	Council/ Community
TSC	Fraser Coast Show	$1,500	Cultural	FCSS
TSC	Tiaro Pony Club & Annual Gymkhana	$250	Sports	TPC
TSC	Tiaro Field Day	in-kind	Cultural	Community
TSC	Tiaro Shire Arts & Craft Exhibition	In-kind	Cultural	Community
TSC	Glenwood Swap Meet	In-kind	Community	Community
TSC	Tiaro Shire Senior Morning Tea	$1,000 + in-kind	Seniors	Council
TSC	Raft Race	$750 + in-kind	Community	Council/ Community
TSC	Fishing Competition	$750 + in-kind	Community	Council/ Community
TSC	Bauple Bash	$750 + in-kind	Festival	Council/ Community
TSC	Tiaro Lion's Christmas Party	$750 + in-kind	Christmas	Lion's Club
TSC	Ambulance Golf Day	$250 + in-kind	Community Fund raiser	Ambulance Volunteers
WSC	Australia Day Celebrations	$3,000	Cultural	Council/ Community
WSC	Woocoo Art Show	$1,600	Cultural	Council/ Community

Former LGA	***Event***	***$***	***Category***	***Organisation***
WSC	Woocoo Family Picnic & Junior Bursary Presentation	$3,750	Family	Council/ Community
WSC	Anzac Day	$1,250	Returned Services	Council/ Community
WSC	Fraser Coast Show	$3,100	Cultural	FCSS
WSC	Teebar Show & Rodeo	$2,600 + in-kind	Cultural/ Sporting	Council/ Community
WSC	Senior's Week Concert	$2,000 + in-kind	Seniors	Council