

AUSTRALIA DAY EVENTS GRANTS PROGRAM GUIDELINES

OVERVIEW

Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2018-2023. www.frasercoast.qld.gov.au/corporate-plan

- To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected as a whole by our community spirit and respect for our natural environment.
- To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.

Council determines the total allocation of funds to the community grants program through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available program budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant programs will be regularly reviewed to ensure their relevance and they continue to meet Council objectives.

Objectives

- Provide identified and measurable social, community or economic benefits to the Fraser Coast communities;
- Align with Council's Corporate Plan 2018-2023.

This Program is intended to:

- Provide community organisations with support to meet identified community needs
- Build community skills, capacity and resilience
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Council's strategic goals and identified key initiatives

Grant available

Sponsorship is available for community groups and organisations to plan and host an event that provides an opportunity to come together to celebrate the diversity of our community on Tuesday 26 January 2021. Assistance may be provided as a cash contribution or through the provision of in-kind Council services or a combination of the two.

The maximum grant available per application is \$1,500 (total grant value awarded).

The level of assistance available through the program is limited by Council's budget decisions and priorities. No applicant can be guaranteed funding nor can an applicant be guaranteed funding of the full amount requested. Previous grant success does not guarantee future grant applications will be approved. Applicants should consider these limitations when preparing their request for assistance.

An unsuccessful application does not mean that the project or activity is not worthy of support.

Logistics

There will be one funding round per financial year. Projects cannot start until a Funding Agreement has been signed by the applicant and Council. Events are to be completed on 26 January 2021.

Assistance, Assessment and Approval Responsibilities

Council's Community Event Support Team is available to assist local groups develop and submit event applications. This team **must** be consulted prior to the lodgement of any Event application.

Applications will be assessed by an appointed Assessment Panel. The Panel will comprise a Fraser Coast Regional Council Councillor, a community representative and a Council officer or other nominated delegate. Secretariat services to the Assessment Panel are provided by Council's Grants Officer and Executive Manager Economy and Community.

ELIGIBILITY

Who can apply to Council's Australia Day Events Grants Program?

Not for profit incorporated community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation:
 - Is based within the Fraser Coast local government area or the event must be held wholly within the Fraser Coast local government area;
 - Is a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant program;
 - Has appropriate insurances and adheres to sound Workplace Health and Safety practices;
 - Has not received other Council funding for the same event or program except from Councillor Discretionary Funds from which top-up funding is acceptable;
 - Has met acquittal conditions for any previous Council grants;
 - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.
- The event is aligned with Council's strategic goals and priorities and benefits the residents of the Fraser Coast Regional Council Local Government area.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced by an incorporated not-for-profit community organisation that is willing and able to accept legal and financial responsibility for the grant.

Who cannot apply to Council's Australia Day Events Grants Program?

- Government agencies or Departments of local, state or federal government;
- Educational, religious, political or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Commercial entities; and
- Individuals.

Council will not consider applications that:

- Are retrospective and are for events that have already commenced;
- Request funding for general operating costs;
- Do not comply with any applicable legislative requirements;
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Promote gambling, smoking and/or consumption of other addictive substances
- Are for events run solely for fundraising or charitable purposes
- Do not support Council's Corporate Plan 2018-2023

Selection Criteria

Organisations will need to demonstrate:

- The event opportunity and how it was identified and must address the expected community benefit;
- Expected outcomes of the planned event and how these will be measured;
- Willingness to work cooperatively with other organisations where appropriate;
- All proposed projects or activities must comply with applicable legislation and regulations;
- Event organisers must incorporate best practice principles for inclusiveness and accessibility. Links to resources can be found on Council's website at <https://www.frasercoast.qld.gov.au/grants> and

- The lack of other appropriate funding sources available to organisers for the planned event.

APPLICATION AND APPROVAL PROCESSES

1. Council will publicise the availability of its grants programs on Council's website and social media sites, in the local paper and by direct email to individuals and organisations listed on the Grants Distribution list.
Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.
2. Council's grant programs are based on-line.
The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced.
The online form is the only method for submitting an application.
If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.
Once an application has been started, a number of people within the organisation can work on the application using the same login and password (only one person can be logged in at a time).
Council officers are available to provide advice to community organisations. They can assist organisations to identify additional and alternate sources of funding relevant to their project or activity. For help with the questions within the application form, assistance can be provided by Council's Community Development and Engagement Team. Contact information is contained within the application form.
3. When an application is submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.
4. Applications will initially be assessed by the Grants Officer to confirm organisational and project eligibility. If the grant round has not yet closed, and errors are identified, the Grants Officer will endeavour to work with the applicant to correct the application. Any amendments must be undertaken within the open application status of the Grant Application Round.
5. After the Grant Round closes, the Assessment Panel will be convened and assessment of applications will be undertaken. The Assessment Panel makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will:
 - Ensure public monies are allocated in a fair and equitable way
 - Ensure best possible value for money
 Final decisions in the Community Projects Grants Program are made by the Council, and in special circumstances, the Chief Executive Officer or delegate.
6. Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Directions on how to seek this feedback will be provided with the outcome advice.

GRANT ACQUITTAL REQUIREMENTS and CONDITIONS

1. All successful applicants will be required to enter into a funding agreement with Council and acquit funds within the allocated timeframes.
Acquittal forms will be available to successful applicants on Council's Grants website.
All questions must be completed on the acquittal form and evidence supplied including:
 - receipts;
 - photographs of activities;
 - proof of Council acknowledgement (logo placement on flyers, advertisements, social media etc)
2. Successful applicants will be required to actively and publicly acknowledge Council's support.
The level of acknowledgement will be determined by the amount funded and will be outlined in the funding agreement.
3. All events must be conducted on Tuesday 26 January 2021.

4. Unspent grant funds must be returned to Council within 60 days of the project completion.
5. Changes must not be made to the approved project or activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application and the changes are within the scope of the initial application.
6. Any purchases associated with the project must be transacted with a Fraser Coast business.
7. It is a condition of funding for Events that the event organisers incorporate best practice principles for inclusiveness and accessibility. Link to current documents outlining resources can be found on Council's website at <https://www.frasercoast.qld.gov.au/grants>
8. COVID-19 Pandemic – Applicants must conduct the approved activity in accordance with Federal and State COVID-19 requirements to minimise the risk of transmission. Lawful instruction and direction given by Authorised Persons including officers of the Queensland Police Service, Queensland Health and Fraser Coast Regional Council must be complied with. Information relating to Queensland Government COVID-19 restrictions can be found at <https://www.covid19.qld.gov.au/> or by telephoning 13QGOV (13 74 68).

Examples of eligible event expenditure

Events elements that can be funded under the Australia Day Events Grants Program include:

- Marketing costs – including advertising
- Hire of Temporary infrastructure
- Road closure costs
- Programing elements

Examples of in-eligible event expenditure

(these can be included in the project and funded from the applicant's funds)

- Activities undertaken or committed to purchase before the organisation is notified in writing their application is successful
- Organisation's operational costs – rent/lease costs, administration expenses, insurances
- Auspice fees / project management fees
- Contingency costs
- Repayment of debts and loans
- Overseas travel costs
- Purchase of equipment / services that benefit an individual
- Funding for a staff or member social event
- Alcohol
- Gifts or prizes
- Donations to and sponsorship of other groups
- Grant writer fees and associated costs are ineligible for funding.
Associated costs include project management fees (including payment for managing the construction of facility improvements and/or the purchase of funded items) by a grant writer, and invoices/receipts provided by a grant writer (and any of their associated companies).