

Community Events Funding Program

Application guidelines 2021-2022

Council Offices

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Contents

| | |
|---|---|
| What is the City of Whittlesea Community Events Funding Program (CEFP)? | 3 |
| Funding Streams | 3 |
| COVID Safe | 4 |
| Key dates | 4 |
| Maximum grant value | 4 |
| Who can apply | 4 |
| Who cannot apply | 5 |
| What cannot be funded | 5 |
| Assessment criteria | 6 |
| Assessment process | 7 |
| How to apply | 7 |
| Glossary | 8 |

Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the traditional owners of this place.

If you have any questions, please contact:

Event Approvals Officer

Phone: (03) 9217 2122

Email: events@whittlesea.vic.gov.au

Website: www.whittlesea.vic.gov.au/grants

What is the City of Whittlesea Community Events Funding Program (CEFP)?

The City of Whittlesea Community Events Funding Program (CEFP) provides financial support for community groups and organisations to plan and deliver outdoor community cultural events.

There are two rounds of funding within the CEFP:

The **Neighbourhood Events** stream which offers funding of up to \$2,000 (ex GST) for small, local events and **Festival and Events** stream which provides funding for large scale festivals and events.

The program will support events that showcase, celebrate and promote communities, bring people together, promote arts and culture, cultural identity and intercultural exchange and enable community connections. The program provides opportunities:

- For participation and sharing through events that build community connections and belonging
- That strengthen community spirit and celebrate our vibrant and diverse communities and address local priorities
- That build and support local capacity, skills and knowledge around running outdoor events.

Funding Streams

The CEFP is the key way of achieving the goals of [Whittlesea 2040: A place for all](#). Events funded through the CEFP must demonstrate that they enhance the City of Whittlesea community in one of the following areas:

Socially cohesive community

Events that help build a friendly and welcoming community, promote a sense of community and belonging, embrace and celebrate diversity and create opportunities to connect and build social networks.

Participating community

Events that help build a well-informed community, foster local decision making, encourage volunteering and leadership and supports vibrant community groups.

COVIDsafe Public Event Framework

All public events[^] must comply with the requirements of the Victorian Government's Public Events Framework, including attendee limits and density requirements. For more information on state government requirements please head to: <https://www.coronavirus.vic.gov.au/public-events-information-fororganisers>

[^] The Victorian Chief Health Officer's Directions define a public event as: An organised public gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licenses, approvals or permits.

Please note: At the time of publication, all projects and events must be registered with the Victorian government.

Key dates

The program is offered once per year. Key dates are listed below.

| | |
|---------------------------------------|-----------------|
| Applications open | 21 June 2021 |
| Applications close | 26 July 2021 |
| Applicants notified of outcome | Mid-August |
| Project commencement | Early September |

Events must be completed within 12 months of the project commencement date.

Maximum grant value

Neighbourhood Events Funding provides up to \$2,000 (ex GST) for small neighbourhood get togethers.

Festivals and Events Funding provides up to \$20,000 (ex GST) for larger community-led events.

Applications seeking smaller amounts are also encouraged.

Who can apply

The program is open to a broad range of community groups including cultural, environmental, special interest, and community agencies provided the event directly benefits the City of Whittlesea community. Groups from Aboriginal communities and diverse cultural backgrounds are encouraged to apply.

Priority will be given to groups who have not previously received funding.

To be eligible for funding, applicants must:

- Be a registered not-for-profit group as classified by the Australian Taxation Office, or a kindergarten, primary or secondary education provider

- Be incorporated or partnered with (auspiced by) an incorporated organisation. The partner organisation will manage the funds and be responsible for the delivery and acquittal of the project
- Hold current public liability insurance appropriate to the activity outlined in the application
- Have an Australian Business Number (ABN) or qualify to submit a Statement by Supplier.

Who cannot apply

- Individuals
- Political organisations
- Businesses or for-profit organisations
- Groups who have not complied with acquittal conditions from previous Council funding

What cannot be funded

- A group's day to day operational expenses or core business (for example, salaries for permanent staff, electricity, lease or rent payments, telephone, uniforms etc. that are part of the group's ongoing expenses)
- New building projects, capital works or facility maintenance projects
- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation
- Catering costs where provision of food is not considered integral to the event
- Events that:
 - Are part of the group's regular activities (e.g. playgroups to hold weekly playgroup sessions, theatre company to hold monthly rehearsals)
 - Have begun or are completed before approval of funding
 - Are solely for fundraising purposes, without broader community benefit
 - Are not open to the general public or where access is restricted to members or delegates
 - Promote gambling, drugs and/or alcohol
 - Are the responsibility of other levels of government
 - Occur on the same day as a Council run event.

Please refer to the full list of event dates on Council's website, or contact the Event Approvals Officer for all dates

Assessment criteria

If your group and event meet the eligibility criteria, your project will be considered according to how well it meets each of the six assessment criteria. The percentage weightings are provided as a guide to the importance of each question in the assessment process.

Aims and outcomes (30%)

Are the aims and outcomes of the event clearly identified and do they align with at least one of the funding categories of socially cohesive community or participating community?

Is the event and the activities that are occurring clearly stated?

Capacity to deliver (25%)

Has the applicant run a similar event previously?

What skills does the applicant possess to assist in event delivery?

Local/community support (15%)

Does the applicant provide evidence of community support?

Does the applicant demonstrate support by partnering with other groups and working with community members?

Equity, access and inclusion (15%)

Does the application outline how the event will be accessible and inclusive of all people, regardless of background, experience or ability?

Event sustainability (10%)

Will the proposed event and its outcomes continue beyond the funding period?

Budget (5%)

Is the budget reasonable and does it add up?

Are items costing \$500 or more (ex GST) supported by quotes?

Assessment process

1. Applications are reviewed against eligibility criteria
2. Eligible applications are assessed against the assessment criteria
3. Assessment recommendations are approved by a panel of Managers
4. Applicants are advised of their outcomes.

Applicants must supply:

- Quotes for items costing \$500 or more (ex GST)
- Your group's incorporation number (or auspice organization details)
- Letters of support

Please note: Applications submitted without appropriate quotes (for items costing \$500 or more excluding GST), or supporting documentation will be marked as incomplete and therefore ineligible.

How to apply

1. Ensure you have carefully read the guidelines and that your group meets the eligibility criteria before completing your application.
2. Applications are submitted online at: <https://whittlesea.smartygrants.com.au>
You will need an email address to apply through SmartyGrants.

Glossary

Australian Business Number

An Australian Business Number or ABN is issued by the Australia Tax Office. If your group has an ABN it must be recorded within your application. If your group does not have an ABN, you must complete the Statement by a Supplier.

Capital works

Capital works are repairs or building to a property that create an asset and increase its value.

Please note: Capital works are not eligible for funding.

Incorporation

A legal process that makes a group a single entity with certain rights and legal protection as well as some additional obligations. Incorporating separates the individual person from the entity. If your group would like to become incorporated, contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit

<https://www.consumervic.gov.au>.

Letters of support

Letters of endorsement or commitment for the proposed event from partners, other community groups or organisations, key stakeholders.

Not-for-profit

An organisation whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the organisation rather than benefit its individual members.

Partner organisation (auspice)

A partner or auspice organisation is an incorporated not-for-profit organisation that can receive and manage grant money on your behalf. The partner organisation will enter the 'Conditions of Grant' agreement, take responsibility for the expenditure of funds and make sure events are completed.

Public liability insurance

Public liability insurance provides group members protection against legal and court costs (i.e. legal liability) if someone is injured, or has their property damaged while the group is providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the project described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>