

OVERVIEW

Intent/Purpose

To support organisations in the delivery of Christmas or New Years themed events that are for the benefit to local communities. These community events serve to enrich the lives of residents and celebrate important festive occasions for the community.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities
- Drive future growth and financial sustainability
- Encourage community participation in festive celebrations and/or activities
- Contribute to the region’s balanced portfolio of community, arts & cultural and sporting events
- Showcase the importance of events for local communities and businesses
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Assistance Type

This stream can provide provide assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$1,500, the maximum amount per application is \$5,000.

Logistics

There will be one funding round per financial year. The event is to occur within the identified timeframes and eligible event dates, nominated each year.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council officers and one industry specialist. The delegation level for decisions will be the full Council.

ELIGIBILITY

Applicants Eligibility:

- Not-for-profit organisations; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

Eligible Applicants must:

- Submit the organisation’s previous 2 years financial statements (as submitted to the Office of Fair Trading) or the latest Treasurer’s report covering previous 24 months; and
- Submit the organisation’s current bank balance at the time of application; and
- Provide a one year financial forecast for the organisation.

Applicants must not:

- Have outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments etc.)
- Be a political party or discriminatory group
- Be a school, University or TAFE college or other form of an education institution
- Be an individual.

Applications must not be:

- Requesting funding or support for a project, event or activity that has already occurred
- For projects, events or activities that are the subject of litigation
- For general operating costs
- For projects that duplicate existing services or programs
- For interstate or international travel costs
- For projects with a sole religious or political purpose
- For projects, events or activities outside the boundaries of Cairns Regional Council
- Requesting in-kind contributions from Council for resources or services that Council has to procure from outside organisations. As a general rule this includes anything that is not core Council business
- For seasonal or regular bookings of Council managed facilities
- Requesting additional assistance on top of that already received through another Council grant program.

ASSISTANCE AVAILABLE

Funding Period

1 year only

Maximum Number of successful applications

Up to a maximum of 3 applications. After this time, events will need to demonstrate financial self-sufficiency and sustainability

Funding Amount

From \$1,500 to \$5,000 per year per application

Approved Funding Uses

- Engagement of short term specialised personnel
- Hire of temporary infrastructure
- Use/Hire of Council resources and capabilities to support the delivery of the event
- Marketing costs
- Venue hire costs
- Appearance fees and travel costs
- Entertainment.

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate application form. The applicant is advised to consult with the Council contact officer for advice and guidance on filling out the application.
2. The completed application will be submitted by the applicant to the Council email address, within the designated application submission timeframe.
3. Applications will be received and collated by the designated Council contact officer. After the application is received, the Council contact officer will acknowledge receipt of application.
4. Applications will be reviewed by the Council contact officer to determine eligibility and completeness. The Council contact officer will notify the applicant if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within five working days of the applicant being notified of the incomplete or ineligible application.
5. Collated applications will be submitted for assessment to the designated selection panel. Once assessed a list of recommendations will be produced indicating the order of preference for approving the applications.
6. Recommendations will be submitted to the delegated authority for approval or rejection. The Council contact officer will inform all applicants of the approval or rejection of their application once final approval has been made.
7. The Council contact officer will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

A detailed outcomes report must be submitted within two months of the completion of the event.

Applicant must provide:

- Proof that the project, activity or event took place (e.g. photograph of attendees participating);
- Proof of expenditure (e.g. copy of receipts for monies spent with allocated grant funding);
- Proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque);
- Proof of performance – by providing the actual values that eventuated for Key Performance Indicators.

CONDITIONS

Successful grant recipients will be required to:

- Sign a funding agreement and provide Council with applicant organisation bank details for payment of the funding
- Complete the activity or event within the agreed timeframe
- Submit the agreed grant acquittal documents within the agreed timeframe (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose
- Return any unspent grant funds to Council within twenty one days of the completion of the project, activity or event
- Conduct a risk assessment and obtain Public Liability Insurance cover (if the project, activity or event includes participation by members of the general public)
- Undertake that no changes to the approved project, activity or event (that will alter the level of community benefit that will be delivered, compared to that declared in the application) will be made without the prior agreement of Council.

APPLICATION SUBMISSION

Application must be completed and submitted electronically as an email attachment to email address:

Events@cairns.qld.gov.au

ENQUIRIES

Contact the Events Team, Planning and Environment

Phone: 1300 69 22 47

Email: Events@cairns.qld.gov.au

For further information of available Council grants please visit the Community Grants page on the Council website (<http://www.cairns.qld.gov.au/payments/grants>).



GRANTS PROGRAM – APPLICATION FORM CHRISTMAS AND NEW YEAR’S EVE EVENT GRANT

ORGANISATION (GRANT BENEFICIARY) DETAILS												
Organisation Name												
Postal Address		Suburb			State			Postcode				
Email		Website										
Does the organisation have an ABN?		ABN										
<i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied. See http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</i>												
Is the organisation GST Registered?		Incorporation No										
<i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See https://www.ato.gov.au/general/other-languages/in-detail/information-in-other-languages/gst-for-small-business/ for further information on GST.</i>												
APPLICANT CONTACT DETAILS												
Applicant Contact Name		Position in Organisation										
Postal Address		Suburb			State			Postcode				
Phone		Mobile			Email							
Alternative Contact Name		Position in Organisation										
Phone		Mobile			Email							
EVENT DETAILS												
Event Name												
Proposed Location/Venue (s) of the event?												
Tell us in 30 words or less what your event is about:												
Does your event take place on Council owned or controlled land?		Yes			No							
Is this a new or existing event?		New			Existing							
Event Frequency		Annual			Bi-annual			Other:				
When was the event first held?		How many times has it been held?										
Are there any Council permits/ fees are applicable to this project, activity or event? (E.g. park hire, food permits, temporary entertainment permit, Council facility venue hire etc.)												
EVENT DATES FOR PROPOSED FUNDING (5% weighting)												
<i>Assessment criteria 1 – Contribute to a balanced events portfolio</i>												
Year 1		Event Start Date:			Event End Date:							

NATURE OF FUNDING REQUESTED

Total amount requested from Council:	\$	Cash and In-Kind
Cash Amount:	\$	
In Kind Amount:	\$	

COUNCIL FUNDING HISTORY

Have you previously received funding from Cairns Regional Council

Year	Amount	Funding Uses
<i>e.g. 2014</i>	<i>\$10,000</i>	<i>Marketing and Promotions</i>

ECONOMIC AND TOURISM BENEFIT

How many people do you expect at your event?

Does your event clash with any other Christmas events proposed for the region?

To maximise attendance numbers at your event, please demonstrate how you have engaged with other community groups coordinating Christmas Events? List who these groups may be.

GROWTH STRATEGIES (20% weighting including event budget)

Assessment Criteria 2 – Demonstrate future growth and sustainability

EVENT BUDGET

** all figures are to be shown as GST exclusive*

Total expenses for event, not just the estimated spend utilising Council’s grant funding

	Budgeted *
Revenue Income	\$
Council Grant Funding (CASH)	
Council Grant Funding (IN-KIND)	
Sales <i>(including sale revenue from tickets, merchandise, retail outlets, food and beverage)</i>	
•	
Donations/Sponsorships Received	
•	
Other Funding Sources	
•	
TOTAL INCOME	
Operating Expenses	\$
<i>Please list (e.g. Venue Hire, Equipment Hire, Marketing and Promotion, Catering, Staff Costs, Admin) Event Operations)</i>	
TOTAL EXPENSES	
NET GAIN / (LOSS)	

	\$
External In-Kind Contributions (non-Council In-Kind)	
Volunteer Time <i>(estimate of time at an applicable hourly rate)</i>	
Donated Materials	
TOTAL IN-KIND	

Please list what expenditure items will be covered utilising Council’s grant funding

Short Description of how Council’s funds will be used	Amount
<i>e.g. Marketing and Promotions</i>	\$10,000

Please list any other funding sources that have been identified

Details of other funding sources	Amount	Cash or In-Kind	Confirmed?
<i>e.g. Voucher donation from McDonalds</i>	\$2,500	<i>In-Kind</i>	Yes

Demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and event are financially viable.

Detail how the level of funding requested is adequate for the expected audience numbers and participants involved in your event

FOSTERING COMMUNITY PRIDE (40% weighting)

Assessment Criteria 3 – Fostering community pride

Is there an identified and demonstrated need for the event?

Is there community support for the proposed event? If so, please detail

How does your event involve the local community? i.e. engagement of local schools, food stalls etc

Is your event open and accessible to the whole community? i.e. Can anyone attend?

MARKETING AND PROMOTIONS (30% weighting)*Assessment Criteria 4 – Enhance the profile of the Cairns region*

Event Website		Facebook	
Twitter		YouTube or other video sites	
Instagram			

How does your event activate, enliven and engage the local area and facilities?

How will your event improve the perception or positioning of your suburb within the local community?

How will your event bring the festive spirit to the local community?

ENVIRONMENTAL BENEFIT (5% weighting)*Assessment Criteria 5 – Demonstrate no adverse environmental impact*

Tell us how your event will pursue a more environmentally friendly event through

Waste management and recycling	
Promotion and or/use of public transport	
Minimising water and energy consumption	

Are you aware of any Environmental, Conservation or Heritage issues that may impact on your event? If yes, what are they?

N.B Where appropriate, additional outcomes may be taken into account for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability, trade relations, and upgrades to, and utilisation of public infrastructure such as stadiums, arenas, parks and transport systems. In particular, development, awareness and acceptance of cultural ideals and customs should be favourably viewed.

MANDATORY SUPPORTING DOCUMENTATION

(All supporting documents are required to be submitted. If all required documents are not submitted, the application will not be assessed)

Checklist

	Certificate of Incorporation
	Documented evidence of type of organisation (if not an incorporated organisation)
	Certificate of Public Liability Insurance
	Financial statements from previous two years (or latest treasurer's report covering previous 24 months)
	Current bank statement at time of application
	One year financial forecast for the organisation
	Evidence of inclusion in Council's What's On Calendar

DECLARATION/ AUTHORISATION

- By signing this application form I certify that I am authorised by the organisation to prepare and submit this application
- I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct and disclose full and accurate information of expenditure and activity proposed
- I agree to provide Council with any additional information required to assess this application
- I agree to comply with all requirements of the Grant funding stream
- I will acknowledge the support of Council in all relevant promotional and printed material
- I confirm that the appropriate level of Public Liability Insurance will be arranged for the event that is described in this application.

Name	Signature	Date
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Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.