

OVERVIEW

Intent/ Purpose

To provide assistance to organisations that wish to host events which make a positive contribution to the community and quality of life in the Cairns Region.

This program makes available Council resources to support events; specifically to:

- Celebrate important occasions for the local community
- Foster community pride
- Contribute to the region’s balanced portfolio of community, arts & cultural and sporting events
- Showcase the importance of events for local communities and businesses
- Support events that benefit charities and other worthwhile causes
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Assistance Type

The fund will provide In-Kind assistance only. The maximum amount per application is \$3,000.

Logistics

Applications can be submitted at any time during the year however the **application must be lodged at least one month prior** to the start of the event or activity. Events and activities are to commence and occur within twelve months of the application being lodged. Applicants can receive a maximum of \$3,000 per year.

Assessment & Approval Responsibilities

The application will be assessed by the Events Development Officer. The delegation level for decision will be nominated Councillors.

ELIGIBILITY

Applicants must:

- Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit.

Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments etc.)
- Be a registered political party
- 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
- 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 for the event.

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. The application will be received and reviewed by the designated Council contact officer to determine eligibility and completeness. The Council contact officer will acknowledge receipt of application and will notify the applicant if the application is considered ineligible or appears incomplete.
4. The application will be submitted for approval or rejection to the delegated approval authority.
5. The Council contact officer will inform the applicant of the approval or rejection decision of their application once a decision has been made.
6. The Council contact officer will complete arrangements for successful applications.

APPLICATION SUBMISSION

Send the completed application form (as an 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/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				Start Date				Completion Date				
Description of the event												
Please indicate how the grant funds will be used?												
Proposed Location(s) of the event?												
Are there any Council permits/ fees applicable to this event? (E.g. park hire, food permits, temporary entertainment permit etc.)												
Funding Amount Requested				\$								
PROPERTY TENURE DETAILS												
Have approvals been sought from owner(s) and/or Council(s) for the use of the land/space (if applicable)? Yes No												
Please attach approvals, if not please explain												

APPLICATION ASSESSMENT *(Please describe how the application meets the assessment criteria in the spaces provided below.)***Foster community pride (50% weighting)****Provide a positive contribution to the community and quality of life for the Cairns region (40% weighting)****Contribute to a balanced events portfolio (10% weighting)****DECLARATION/ AUTHORISATION**

- 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

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.