

OVERVIEW

Intent/Purpose

To support organisations in the delivery of events that are for the benefit of local communities. Local community events serve to enrich the lives of residents and celebrate important occasions for the community. These events do not usually attract visitors from outside of town specifically for the event.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities
- Drive future growth and financial sustainability of the event
- 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 assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$2,000, the maximum amount per application is \$15,000.

Logistics

There will be four funding rounds 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. The delegation level for decisions will be the full Council.

ELIGIBILITY

Application 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 the previous 24 months; and
- Provide evidence of 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 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
- 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 for the event.

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 either: <ul style="list-style-type: none">• Demonstrated effort to grow to a regional event; or• Reduced reliance on Council funding in an attempt to be financially self-sufficient and sustainable.
Funding Amount	From \$2,000 to \$15,000 per year per application
Approved Funding Uses	<ul style="list-style-type: none">• 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 four weeks 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)
- 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>).

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 (description)			
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 (10% weighting)												
<i>Assessment criteria 1 – Contribute to a balanced events portfolio</i>												
Year 1				Event Start Date					Event End Date			
N.B. Events that are held during the low and shoulder seasons have greater value to the region												

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
e.g. 2014	\$10,000	Marketing and Promotions

ECONOMIC AND TOURISM BENEFIT

How many people do you expect at your event?

EVENT ATTENDEES

Attendees refers to spectators, accompanying partners, support staff, media, sponsors, officials and volunteers

Spectators and accompanying partners

Location	Number
Local	
Intrastate (from within Queensland)	
TOTAL	

Support Staff, media, sponsors, officials, stall holders and volunteers

Location	Number
Local	
Intrastate (from within Queensland)	
TOTAL	

Athletes/Performers - For sporting events, please list the number of athletes/performers who will be participating in your event

Location	Number
Local	
Intrastate (from within Queensland)	
TOTAL	

GROWTH STRATEGIES (15% weighting including event budget)

Assessment Criteria 2 – Demonstrate future growth and sustainability of the event

Tell us how you will grow the value of your event in future years?

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

	Budgeted
Revenue Income	\$
Council Grant Funding (CASH)	
Council Grant Funding (IN-KIND)	
Other Grant Sources	
Sales (including sale revenue from tickets, merchandise, retail outlets, food and beverage)	
Donations/Sponsorships Received	
Other Funding Sources (<i>please list</i>)	
TOTAL INCOME	
Operating Expenses	\$
Venue Hire	
Equipment Hire	
Marketing and Promotion	
Catering	
Staff Costs	
Admin	
Event Operations	
Other Expenditure Sources (<i>please list</i>)	
TOTAL EXPENSES	
NET GAIN / (LOSS)	
External In-Kind Contributions (non-Council in-kind)	\$
Volunteer Time	
Donated Materials	
TOTAL IN-KIND	

Please list what expenditure items will be covered using Council's grant funding

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

Other budget relieving funding sources (all figures are GST exclusive)

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

Outline any initiatives to grow funding sources for future years:

Proposed use of any profit or surplus generated:

FOSTERER COMMUNITY PRIDE (40% weighting)

Assessment Criteria 3 – Foster community pride

Why is your event important to the local economy?

How does your event enhance the overall quality of life in the local community?

Will your event benefit the whole community or a segment of the community:

Whole

Segment

Is your event inclusive and accessible by all? If so, how?

How does your event assist in making the community an interesting place to live and work?

Does your event bring 'feel good' factors such as enjoyment, satisfaction and happiness? If so, how?

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			

Tell us how you will:

Promote the event to encourage positive publicity and promotion exposure for the community?

Promote the event to maximise attendance?

Leverage the event to create atmosphere, local pride, exposure to the whole community?

If you have run an event in the past, please detail past media and marketing coverage:

Plan to achieve future media coverage:

Please attach a completed marketing and/or promotional plan template

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
	Marketing and/or Promotional plan template
	Letters of support from the community (a letter of support is not required from your divisional Councillor or Mayor)
	Financial statements from the previous two financial years (as submitted to the Office of Fair Trading) or the latest treasurers report covering previous 24 months
	Current bank statement at time of application
	One year financial forecast for the organisation
	Evidence of inclusion on Council's What's On Website

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; and
- 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.