



Hindmarsh
Shire Council

2024-25

REGIONAL COMMUNITY EVENTS

Grant Guidelines

BACKGROUND

Regional community events play an important part in our communities to celebrate culture, heritage, and community wellbeing, and boost the economy and increase visitation. Hindmarsh Shire Council has allocated \$30,000 in the 2024/2025 budget to provide funding for Regional Community Events within Hindmarsh Shire to support community events.

When considering funding, the following tiers will provide guidance:

- Tier 1: \$2000 for events expecting up to 500 attendees.
- Tier 2: \$4000 for events expecting up to 1500 attendees.
- Tier 3: \$7500 for events expecting over 1500 attendees.

Grant amounts will be made up of cash and in-kind (determined by Council) for their event if they meet the eligibility and selection criteria.

ELIGIBILITY

Applications must meet the following criteria to be eligible for a Regional Community Events Grant.

All applications must:

- Be holding the event within Hindmarsh Shire and supported by a committee/organisation based within Hindmarsh Shire.
- Comply with all Council and other authority regulations and requirements, including but not limited to obtaining all necessary permits (grant conditional on permits being obtained).
- Be an incorporated not for profit organisation based in Hindmarsh Shire.
- Have public liability insurance (\$20m) and complete a risk assessment for the event seeking funding.
- Be an event open to the public, and be inclusive, and accessible for everyone.
- Be an event that will directly benefit the local community.
- Be an event that will be completed and acquitted within the date stipulated in the funding agreement.
- Meet financial viability and competence requirements (evidence via bank statement and annual financial statement required).
- Be an event that is a relevant within the selection criteria.
- Have an Event Management Plan, Risk management Plan and Event Budget.
- Agree to sign a funding agreement, complete required reporting, acknowledge Councils support in media releases (including social media) and event promotion, give Council access to and permission to use any photos and testimonials obtained at the event.
- Council committees will be assessed on a case-by-case basis.

INELIGIBILITY

Applications by, or for, the following purposes will not be eligible for funding:

- Any organisation that is not located within Hindmarsh Shire or supported a committee/organisation based within Hindmarsh Shire.
- Any organisation owing money to council.
- Private events and functions.
- Events which exclude parts of the community.
- Government bodies and subsidiaries (eg parents and friends).
- Events which have been held/completed (retrospective funding is not available).
- Events taking place outside Hindmarsh Shire.
- Applicants who have received funding for an event in the same financial year from this grant program.
- Applicants who have received any other stream of council funding for this event.
- Individuals or businesses applying for themselves.

ASSESSMENT CRITERIA

Applications will be assessed against a set of Assessment Criteria:

- Events which will actively promote Hindmarsh Shire and deliver community and/or tourism, visitor and economic outcomes (20% weighting).
- Demonstrate how your event will be a significant attraction for interstate and intrastate visitors (20% weighting).
- Demonstrate how the event will be self-funding in three to five years (20% weighting).
- How will this event encourage partnerships and collaborations between groups and businesses within Hindmarsh Shire (10% weighting).
- Please provide evidence of community support and community engagement (10% weighting).
- How will your event celebrate cultural, heritage, and community wellbeing (10% weighting).
- Demonstrate how you will capture visitor number statistics (10% weighting).
- Will there be any co-contribution by your organisation? Will this event still go ahead without this funding.

Applications will need to Include:

Event details

- Event Overview/Event Management Plan
- Marketing and promotions plan
- Completed Budget
- Risk Management Plan
- Emergency Management Plan
- Proof of insurance and permit applications/approval
- A signed statement of intent to comply with all Council and other authority requirements.

Please note: Successful projects that become non-compliant due to Council and other authority requirements (eg permits, traffic management plans, insurance) not being received / adhered too, will become ineligible to receive grant funding. Additionally, the event organiser may be invoiced any in-kind costs incurred by Hindmarsh Shire Council.

Applications will also need to Include:

Funding Details-How will the funding be used

- How will the event be funded, including quotes
- Requirements of council (in-kind contribution) eg waste collection, road closure signs.

Applicants Details

- Event Manager
- Name/Address/Email/Phone

GRANT TIMELINES

Application Deadline

Applications open on 1 July 2024 and close on 1 August 2024. No late applications will be accepted.

Council will evaluate all applications based on eligibility, information provided and assessment criteria as part of their decision making.

Announcement of Grant recipients and distributions of funds

Applicants will be notified of the outcome of their grant application via phone call and written confirmation following the appropriate council meeting.

Funds will be provided as follows:

- Signing of agreement 20%
- Proof of all approvals and permits granted 60%
- Completion of grant acquittal 20%

Payments will be made within 16 days of receiving documents.

Grant Acquittal

All successful grant recipients will be required to provide evidence to Council that the grant was expended in accordance with their application. A completion report template will be provided to grant recipients prior to receiving funds.

The final date for acquittals will be 20 June of the financial year funding was obtained to enable payment to be finalised in the 2024/25 financial year. Failure to do so will result in non-payment and may also hinder future funding opportunities.

If terms & conditions are not adhered to, grant funds can be withdrawn and council charges for in kind support delivered may be invoiced for recovery.

FURTHER INFORMATION

If you have any queries please contact the Economic Development and Tourism Team, on 5391 4444 or via email grants@hindmarsh.vic.gov.au.

Applications can be submitted via the online form. Alternatively, the application form can be downloaded and completed.

Applications should be forwarded to the Tourism and Economic Development Officer via any of the below methods marked 'Application- 2024/2025 'Regional Community Events Grants Program'.

Online Visit our website, or use this link:
<https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants>

Email Email your application, along with all required attachments to:
business@hindmarsh.vic.gov.au

In Person Hand in your printed application and attachments to any of our Customer Service Centres in Dimboola, Jeparit, Nhill and Rainbow

Mail Send your printed application and attachments to:
*Economic Development and Tourism Team
Hindmarsh Shire Council,
PO BOX 250, Nhill VIC 3418*