

# Community Event Stream Application Form

## Form Preview

### Guidelines

\* indicates a required field

#### Objectives of Flinders Shire Council Community Grants Program - Events Stream

The objectives of the Flinders Shire Council's Community Grants Program - Events Stream, is designed to build relationships with community organisations to provide benefits to the Flinders Shire residents and visitors by ensuring Flinders Shire is a vibrant active community.

This program aims to support community organisations in Flinders Shire by:

- Providing funding opportunities to community organisations to strengthen their organisation and develop their future events;
- Promoting community awareness and value of cultural and community events and festivals;
- Enhancing the profile and appeal of the region and attracting new visitors to the region by a diverse events and festivals program;
- Facilitating community interaction and stakeholder relationships with Flinders Shire Council;
- Generating local economic activity and development.

#### Guidelines - Flinders Shire Council's Community Grants Program - Events Stream

The Events Stream Funding categories:

- **Event Support - Up to \$2,500.**
  - Focusing on supporting local events.
  - Applications are limited to one per community group/organisation per event.
  - Applications are open all year round and must be received 8 weeks prior to the project start date.
- **Event Development - Up to \$10,000.**
  - Focusing on the development and building capacity of events and seed funding for new and developing initiatives.
  - Applications are limited to one per organisation per financial year.
  - Applications must be received a minimum of 8 weeks prior and no later than 6 months before the event.
- **Event Special Request (Major Events) - Up to \$20,000.**
  - Focusing on supporting major events that demonstrate a strong social / community and economic development benefit.
  - Applications are limited to one per organisation per financial year.
  - Applications must be received a minimum of 8 weeks prior and no later than 6 months before the event.
- No applicant can be guaranteed sponsorship nor can any applicant be guaranteed to receive the full amount requested. The level of assistance available is limited by

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Council's budget decision and its priorities. Council's decision on funding applications is final.

- Financial Support from the program may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.
- All funds must be expended in the financial year they are granted or up to three months after event. No further funds will be considered until previous outstanding funds are acquitted.
- Flinders Shire Council requires relevant acknowledgement of financial support for sponsorship.
- All successful recipients will be recorded in a sponsorship register which Council will have the right to publish as they see fit.
- Council will not approve in-kind support or the waiver of hiring of Council facilities and associated plant/equipment. These costs are to be included in the amount that clubs/organisations are seeking sponsorship for.
- If approved, organisations will be required to sign a formal agreement and submit an invoice to Council for the approved amount within 60 days of offer. If not received the sponsorship may be cancelled and reallocated.
- Events which are undertaken with the purpose of making a profit without plans for future growth and reinvestment or raising funds for charities will not be funded. If your annual event raises funds for charity, you are encouraged to retail sufficient funds to cover expenses for the following year.

## Eligible Applicants

- Be a Community Organisation – An incorporated non-profit organisation / club or charity consisting of people having common interests. Includes sport and recreation clubs, social clubs, school P&F / P&C associations, arts and cultural groups, hospital foundations, religious orders and service organisations. Schools may apply for the Events and Donation Stream only.
- Community Events Stream is for events only - Equipment, facilities, etc. are covered under the Infrastructure and Equipment Stream.
- Provide a copy of current Audited Financial Statements and Annual General Meeting (AGM) Minutes.
- Have a valid public liability certificate of currency with a minimum \$20 million coverage.
- Have not lodged an application under the Quick Response Stream for the same event / project.
- Be based in the Flinders Shire or, if based outside the Flinders Shire, provide a particular activity, service or event which will have significant positive impact on Shire residents.

## Ineligible Applicants

- Organisations are ineligible if previous Council allocated funds are not satisfactorily acquitted.
- Organisations / Clubs that have an outstanding payment owed to Council.
- Individuals, unincorporated groups, political, businesses and for-profit groups.

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### Ineligible Items

The following will **not** be considered for funding:

- Events which are undertaken with the sole purpose of making a profit without plans for future growth and reinvestment.
- General operating costs (e.g. electricity, rates, phone, rent, and maintenance).
- Private/commercial ventures.
- Support for an individual pursuit.
- Commercial activities.
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible).
- Projects that do not involve the Flinders Shire community.

### Selection Criteria

Applications must demonstrate:

- The funding request directly supports a demonstrated need within the community, or the project provides a direct or indirect benefit for residents in the community.
- If the funding application is for the **Development Tier**, the application clearly outlines the new event details or how the event will be expanding by adding new elements and building capacity.
- If the funding application is for the **Event Special Request Tier**, the application must clearly and strongly demonstrate that the event is a major event (demonstrated regional significance and economic benefits).
- The applicant organisation is making an adequate contribution to the event.
- All eligibility criteria have been met.
- Proposals should be consistent with Council's Corporate Plan outcomes and strategies -
  - A strong and diverse economy.
  - A cohesive and growing community.
  - A high performance council.
  - A protected and productive natural environment.

### Outcome Process

- All applications are to be submitted via SmartyGrants.
- In determining the level of assistance required, Council shall:
  - Ensure applications are eligible.
  - Assess application against the Selection Criteria (see above).
  - Establish the level of funding available in terms of its' coming budget requirements.
  - Apportion such funding across each application eligible for funding.
- Applicants will be advised of outcomes after the relevant Council meeting.

### Successful applicants:

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You will receive a Letter of Offer and a purchase order for the sponsorship amount within 2 weeks of approval. Your Community Organisation will be required to submit an invoice for payment and return your signed Letter of Acceptance. If your event is occurring in a new financial year, payment may be requested to be held off until 1 July. Conditions will be outlined in your Letter of Offer.

All funds must be expended, and acquittal reports completed via SmartyGrants as per your Letter of Offer.

Further funding will not be given until acquittal reports are received and approved.

### **Unsuccessful applicants:**

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. Council reserves the right to offer a smaller amount if total budget is over subscribed.

For feedback on your application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting another application at a later date.

**I have read and understand the above guidelines and confirm that the information in this application is true and correct. \***

☐ Yes

### Contact Details:

Community Development Officer - Health and Wellbeing

Flinders Shire Council

PO Box 274

HUGHENDEN QLD 4821

P: (07) 4741 2900

E: sportandrec@flinders.qld.gov.au

### Club Details

**\* indicates a required field**

#### **Name of Organisation \***

Organisation Name

#### **Are you a not for profit organisation? \***

☐ Yes ☐ No

Other

#### **Incorporation Number \***

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### Is your events purpose to fundraise for a charity?

☐ Yes ☐ No

If yes your application is not allowable under the guidelines.

### ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Contact Name \*

Who is the direct contact for this application.

### Position \*

### Postal Address \*

### Email \*

Must be an email address.

### Phone Number \*

Must be an Australian phone number.

### Website

Must be a URL.

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### Event Details

\* indicates a required field

#### Funding Category

**Please Select Funding Category \***

- ☐ Support (up to \$2,500)
- ☐ Development (up to \$10,000)
- ☐ Special Request (up to \$20,000)

**Funding Amount Requested \***

\$

Must be a dollar amount.

#### Event Support Details

**Event description \***

Word count:

no more than 500 words

Give us a short description of your event.

**Location of Event**

Address

  

Eg. Diggers Entertainment Centre

**Start Date**

**End Date**

**Proposals should be consistent with Council's Corporate Plan outcomes and strategies. Please select those that identify with your proposal. \***

- ☐ A strong and diverse economy.
- ☐ A protected and productive natural environment.
- ☐ A cohesive and growing community.
- ☐ A high performance council.

At least 1 choice must be selected.

**What audiences and demographics will you be targeting with your event? \***

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### How will you evaluate your event once it is complete? \*

How will you measure success? For example surveys, increased participant numbers etc.

### Details of other endeavors to ensure your club or organisation is presenting an event that is financially viable. \*

Must be no more than 500 words.

This may include other the organisations contribution, entry fees, fundraising efforts, support or grants.

### How will council be acknowledged for their sponsorship? \*

- ☐ Local Media (Flinders Post)
- ☐ Print media (flyers, programs, posters)
- ☐ Regional Media (North West Star, Townsville Bulletin, North Queensland Register)
- ☐ Television
- ☐ Radio
- ☐ Social Media (Facebook, Instagram)
- ☐ Banners and Signage available at the Council Office
- ☐ Other:

At least 2 choices must be selected.

Verbal acknowledgement can not be the only acknowledgement for sponsorship by council. Please remember proof of your acknowledgement will be required as part of your acquittal

### Have you listed your event with the Flinders Discovery Centre to be displayed on the digital notice board? \*

- ☐ Yes ☐ No

Other

If you wish to display your event on the public digital notice board, please visit Council's website to complete the online form - <https://www.flinders.qld.gov.au/our-community/tourism/community-billboard>

## Event Development Details

### Event Description \*

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Word count:

Must be no more than 500 words.

Give us a short description of your event.

### Location of Event

Address

  

E.g. Hughenden Showgrounds

### Start Date \*

Must be a date and no earlier than 12/8/2024.

### End Date \*

Must be a date and no earlier than 12/8/2024.

**Proposals should be consistent with Council's Corporate Plan outcomes and strategies. Please select those that identify with your proposal. \***

- ☐ A strong and diverse economy.
- ☐ A protected and productive natural environment.
- ☐ A cohesive and growing community.
- ☐ A high performance council.

At least 1 choice must be selected.

**If you are applying for the Development Tier, please explain if this is seed funding for a new event or will it be adding further elements and building capacity to an existing event? \***

Must be no more than 500 words.

**What audiences and demographics will you be targeting with your event? \***

Word count:

**How will you evaluate your event once it is complete? \***

Word count:

How will you measure success? For example surveys, increased participant numbers etc.

**Details of other endeavors to ensure your club or organisation is presenting an event that is financially viable. \***



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Word count:

This may include other the organisations contribution, entry fees, fundraising efforts, support or grants.

### How will council be acknowledged for their sponsorship? \*

- ☐ Printed Media (Flinders Post, posters, programs, etc.)
- ☐ Regional Media (Townsville Bulletin)
- ☐ Television
- ☐ Radio
- ☐ Social Media (Facebook, Instagram)
- ☐ FSC Banners or Marquees
- ☐ Other:

At least 3 choices must be selected.

Verbal acknowledgement can not be the only acknowledgement for sponsorship by Council. Please remember proof of your acknowledgement will be required as part of your acquittal.

### Have you listed your event with the Flinders Discovery Centre to be displayed on the digital notice board?

☐ Yes ☐ No

If you wish to display your event on the public digital notice board, please visit Council's website to complete the online form - <https://www.flinders.qld.gov.au/our-community/tourism/community-billboard>

## Special Request Event Details

### Event Description \*

Word count:

Must be no more than 500 words.

Give us a short description of your event.

### Event Location

Address

E.g. Hughenden Showgrounds

### Start Date \*

Must be a date and no earlier than 2/8/2024.

### End Date \*

Must be a date and no earlier than 2/8/2024.

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**Proposals should be consistent with Council's Corporate Plan outcomes and strategies. Please select those that identify with your proposal. \***

- ☐ A strong and diverse economy.
- ☐ A protected and productive natural environment.
- ☐ A cohesive and growing community.
- ☐ A high performance council.

At least 1 choice must be selected.

**If you are applying for the Special Request (major events) Tier, please explain how the event will demonstrate a strong social / community and economic benefit. Please use past event information (attendee numbers, feedback, increased business sales etc.) to show demonstrated community benefits. \***

Word count:

Must be no more than 500 words.

**Evidence of strong social / community and economic benefits**

Attach a file:

Evidence can include: Letters of Support, Attendance Numbers or Reports, survey results, case studies etc.

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**Details of other endeavors to ensure your club or organisation is presenting an event that is financially viable. \***

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- ☐ Regional Media (Townsville Bulletin)
- ☐ Television
- ☐ Radio
- ☐ Social Media (Facebook, Instagram)
- ☐ FSC Banners and Marquees
- ☐ Other:

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### Have you listed your event with the Flinders Discovery Centre to be displayed on the digital notice board?

- ☐ Yes ☐ No

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## Budget Page

The applicant must show adequate co-contribution within the detailed budget – this can be either cash or in-kind. Volunteer Hours: Please note volunteer staff can be costed at \$43.27 per hour for non-skilled labour, however volunteer or in-kind skilled labour must be costed at relevant rates for professional services. All volunteer and in-kind items must be listed in both income and expenditure columns.

### Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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## Form Preview

### Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Profit / Loss**

\$

This number/amount is calculated.

### Support Documents

\* indicates a required field

#### **Current Audited Financial Report or Current Treasurers Report \***

Attach a file:

Audited Financial Reports must be current, within the last 12 months. If over 12 months you may not be eligible. Treasurers Reports must be current, within the last 6 months, and verified by the organisation's President or Treasurer.

#### **Annual General Meeting Minutes \***

Attach a file:

Must be current minutes in the last 12 months, if not you may not be eligible.

#### **Current Public Liability Certificate of Currency \***

Attach a file:

Must be current at time of application, must also be in the name of the club who is applying for sponsorship.

#### **Minutes confirming decisions to apply for funding. \***

Attach a file:

Must be current in the last 12 months, if over 12 months you may not be eligible.