

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 mentoring 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 is offered in two tiers
 - Event Support - Up to \$2000 focusing on supporting local events
 - Event Development - Up to \$5000 focusing on the development and building capacity of events and seed funding for new and developing initiatives.
- Applications will only be accepted within the set rounds. No out of round applications will be accepted. An extra round may be called if budgeted funds were not expended.
- Only one application will be accepted from each organisation on their own behalf per funding round.
- The level of assistance available is limited by Council's budget decision and its priorities.
- No applicant can be guaranteed sponsorship nor can any applicant be guaranteed to receive the full amount requested.
- The decision of Council 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.

Community Events Stream - April to December 2021 Events Form Preview

- 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 Council for the approved amount within 60 days of offer. If not received the sponsorship will be cancelled and may be reallocated.
- Projects / 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.
- Community Events Stream is for events only, equipment, facilities etc are covered under the Infrastructure and Equipment Stream.
- Provide a copy of recent 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 in the Quick Response Program 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.
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Ineligible Applicants

- 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.
- 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.

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.

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- If the funding 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.
- The applicant organisation is making a contribution to the project
- All eligibility criteria have been met

Proposals should be consistent with Council's Corporate Plan outcomes and strategies -

- An accessible community
- Aged facilities and service to meet the community needs
- Recreational services meet the needs of the community
- A vibrant and active community
- Visually appealing and well presented towns
- A safe and prepared community
- Community facilities that meet the needs of the community
- A community that values art, history and culture

Ineligible Items

The following will not be considered for funding:

- Projects / events which are undertaken with the sole purpose of making a profit or raising funds for third party charities will not be funded.
- General operating costs (eg 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.

Notifications

In determining the level of assistance required, Council shall:

- Ensure applications are eligible
- Assess application against the Selection Criteria
- Establish the level of funding available in terms of its' coming budget requirements;
- Apportion such funding across each application eligible for funding.

Successful applicants:

You will receive an 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 Offer. 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 as per your Letter of Offer.

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

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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 your application to another round of funding.

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

☐ Yes

Does your event occur between April and December 2021?

☐ Yes

Please note, if you have answered NO, your application is not eligible.

Contact Details:

Sport and Recreation Officer
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 Club or Group *

Organisation Name

Are you a not for profit organisation? *

☐ Yes ☐ No

Other

Incorporation Number *

Is your events purpose to fundraise for a charity?

☐ Yes ☐ No

If yes your application is not allowable under the guidelines.

Community Events Stream - April to December 2021 Events

Form Preview

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	More information
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.

Project Details

* indicates a required field

Community Events Stream - April to December 2021 Events Form Preview

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 *

Must be a date and between 19/4/2021 and 31/12/2021.

End Date *

Must be a date and between 19/4/2021 and 31/12/2021.

Is your funding application in the Event Support or Event Development Tier? *

- ☐ Support (up to \$2000)
☐ Development (up to \$5000)

Funding Amount Requested *

\$

Must be a dollar amount.

Applications in the Support Tier are eligible to apply for up to \$2000 support. Applications in the Development Tier are eligible to apply for up to \$5000.

Total Event Cost

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your event?

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

- ☐ An accessible community
☐ Ages facilities and service to meet the community needs
☐ Recreational services meet the needs of the community
☐ A vibrant active community
☐ A safe and prepared community
☐ Community facilities that meet the needs of the community
☐ A community that values art, history and culture

At least 1 choice must be selected.

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If you are applying to 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?

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 on the Australian Tourism Data Warehouse (ATDW)? *

- ☐ Yes ☐ No

The ATDW is a distribution website which will link your event information with key travel websites such as Queensland.com and Australia.com. Clubs and organisations can register via www.atdw-online.com.au or contact the Flinders Discovery Centre for further assistance.

Community Events Stream - April to December 2021 Events Form Preview

Budget Page

Volunteer Hours: Please note volunteer staff can be costed at \$42 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	\$
	\$		\$

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 *

Attach a file:

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

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:

Community Events Stream - April to December 2021 Events Form Preview

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: