

Council Policy 2.13

Policy Title	Event Support Grant Program Guidelines
Policy Category	Council Policy
Policy Number	2.13
Policy Owner	Tourism and Events Branch
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Endorsed by	Chief Executive Officer
Approved by	Council
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Corporate Plan Strategic Actions	5.2.1 Strengthen and promote a unique calendar of regional and local events. 5.2.4. Plan and support local economic development for regional centres and townships.
Due date for review	01 June 2018
Keywords	Grants, scholarship, festival, assistance, sponsorship, concert

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or contact Council's Coordinator Local Laws and Policy Development for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in any Register of Delegation. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in a Registers of Delegation, then the delegation/s in the Register takes precedence. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict.

1. PROGRAM PHILOSOPHY

The Event Support Grant Program is developed with a philosophy of partnership, whereby Council provides funding to encourage, involve and support non-profit legal entities to make a positive and ongoing contribution to the region's economic prosperity, community wellbeing and cultural life.

The processes and procedures provide a framework for organisations to gain financial assistance under the scheme which ensures an equitable, accountable and transparent process for granting and acquittal of financial assistance provided.

Council offers a number of other grant schemes targeted to specific priorities and objectives:

SCHEME	ADMINISTERING BRANCH
Cultural and Arts Support Grant	Library and Cultural Services
Environment Grant	Parks and Recreation Services
Community Support Grant	Community Development & Facilities
Sport and Recreation Grant	Park and Recreation Services
Sports Tourism Event Grant	Tourism and Events

These guidelines apply to the Event Support Grant Program only. Details of the other grants are available through Council's website www.toowoombaRC.qld.gov.au or by contacting the Council's Customer Service Centre.

2. PROGRAM OBJECTIVES AND OUTCOMES

The Events Support Grant Program is a strategic investment tool, assisting the non-corporate community sector to meet and respond to Council's priorities and vision, as outlined in the Corporate Plan. It enables Council to contribute to the community by:

- Identifying and promoting opportunities for creative expression.
- Enhancing the Region's liveability by supporting initiatives that foster community pride/spirit.
- Ensuring that Council's cultural facilities and services, such as theatres, art galleries and museums meet the needs of a growing and diverse community. In this regard, Council is supportive of events occurring in these facilities.
- Facilitating equitable access to appropriate social and cultural activities to promote community interaction.
- Collaborating with external agencies to encourage physical activity in the community.
- Encouraging and supporting activities to achieve multicultural and intergenerational understanding and equity.
- Strengthening social networks and providing appropriate social infrastructure to build resilience and connectivity of the community.
- Promoting a sense of community among young people and encouraging them to participate and remain in their community.
- Promoting the Toowoomba Region as a place for business and encourage the establishment of new businesses.

- Promoting the region as a tourist destination.
- Exploring opportunities for the region to host a variety of festivals and events.

Council seeks the following outcomes from the Event Support Grant Program:

- The generation of community pride, celebration of place and social activity through the provision of arts, cultural, recreational, leisure and educational events.
- Benefits to the region's economy.
- Benefits to disadvantaged/vulnerable groups by the development of opportunities for women, people with disabilities, people from diverse cultural backgrounds, (including indigenous Australians, older Australians, young people and people at risk).
- Cost efficient initiatives.
- The betterment/sustainability of established events.
- Increased leverage for community groups to gain additional funds from various funding agencies.
- Opportunities to sustain the environment.
- Support for the needs of the rural communities.

3. SUPPORT AND ASSISTANCE

Council may run workshops to provide information and assistance to applicants on a variety of Council grant programs prior to each funding round. Applicants may make appointments with relevant Council Officers to receive advice on the funding and application process, and identify additional or alternative grant opportunities.

Guidelines, application and acquittal forms are available from Council's website www.toowoombaRC.qld.gov.au, along with any updated grant information and priorities.

Interpreter services can be made available for people who have difficulty communicating in English, through the "Telephone Interpreter Service" (TIS).

4. TIMELINES

The opportunity to apply for grants will be available twice annually, and will be promoted in the media and on Council's website, outlining the selection criteria, the availability of application forms and guidelines, and the closing date.

Advertising	Closing Date	Notification to Applicants
July	August	September
February	March	April

Consideration will also be given to small emergency grants between grant rounds. This will be on a case by case basis and there is no guarantee that there will be funds available. Applicants are strongly encouraged to apply during the usual opening period.

5. EVENT CATEGORIES

MAJOR EVENTS	A large scale event generally running longer than one day involving in excess of 5,000 patrons, with the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region.
REGIONAL EVENTS	An event attracting between 1,000 to 5,000 persons with potential to attract attendees from across the region and South-East Queensland and provide reasonable economic benefit and substantial social benefits to the region.
COMMUNITY EVENTS	An event attracting an attendance of up to 1,000 persons and being of interest to a local community or a small segment of the region.

5.1 Major Events

Aims

To encourage and support a range of events across the region that celebrate the region's character and cultural diversity and contributes to improving the economic prosperity and social wellbeing of the broader community.

Priorities

Priority will be given to events which include one of the following priorities:

- Development of new events possessing the potential to becoming regular events that will not depend on Council support on an on-going basis.
- Development and revitalisation of an established event.
- Enhancement of the professional delivery to economically sustain an event.

5.2 Regional Events

Aims

To encourage and support a range of events across the region that celebrate the character of the local community and provides substantial social benefit along with reasonable economic prosperity to the community at large.

Priorities

Priority will be given to events which include one of the following priorities:

- Development of new events possessing the potential to becoming regular events that will not depend on Council support on an on-going basis.
- Development and revitalisation of an established event.
- Enhancement of the professional delivery to economically sustain an event.

5.3 Community Events

Aims

To encourage and support a range of events across the region that capture the imagination and attention of the community and provide fun-filled exciting entertainment programs where entry is open to the public to attend free of charge or at a subsidised rate.

Priorities

Priority will be given to applications that include one of the following initiatives:

- Development of new events possessing the potential to becoming regular events.
- Development and revitalisation of an established event.
- Enhancement of the professional delivery to economically sustain an event.
- Social interaction within an isolated community.

6. FUNDING LEVELS – MULTIPLE YEAR FUNDING & GIFTING OF PROFITS TO CHARITY

Funding for the Event Support Grant Program is set by Council on an annual basis, as part of its budget process. Should all of the allocated funds be used in the earlier rounds of the financial year, then future rounds in that particular financial year will be suspended.

Council may provide funding, per event, as follows:

Major Events

- over \$10,000 for Major Events. (See below for multiple year funding).

Regional Events

- between \$1,500 to \$10,000 for Regional Events.

Community Events

- up to \$1,500 for Community Events.

Limits

For Major and Regional events, the amount of funding requested should not be greater than 20% of the total event expenditure budget.

Multiple Year Funding

Where it can be argued that, where funding for development initiatives for a Major Event will foster sustainability of the event, then Council may consider making funding available for multiple years, but no more than three (3), subject to satisfactory acquittal each year and subject to Council's annual budget process. Ongoing support cannot be guaranteed but a general indication of Council's intent to support major events that can prove a move towards sustainability.

Gifting of Profits to Charity

If profits arising from an event are intended to be gifted to a Charity, then an amount at least equal to the value of the Council grant is required to be retained and directed towards the running of the next event. Failure to meet this requirement will render an applicant ineligible for future funding.

7. APPLYING FOR A GRANT

7.1 Who can apply?

Organisations can apply for an Events Support Grant if they:

- are an eligible community organisation or are under the auspices of an eligible community organisation as defined in the Community Grants Policy.
- Operate within the area of the Toowoomba Regional Council or be able to demonstrate that profits and social benefits arising from the event will be directed to and benefit the local community.
- have an Australian Business Number (ABN).

7.2 Who cannot apply?

- Individuals.
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Public and private educational institutions (early childhood, primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations).
- Unions and student guilds.
- Research foundations.
- Professional associations.
- An organisation that has been granted approval for support through a Toowoomba Regional Council funding program for the same project.
- Recipients who have previously defaulted on the conditions of funding.

Ineligible activities/applications will include, but not be restricted to:

- The purchase of land.
- The core business of educational, religious and medical organisations.
- Events run solely for commercial profit.
- Payment of debt.
- Payment of insurance premiums. (Insurance premiums will usually be ineligible, however, provision is available for these payments to be considered on a case by case basis).
- Political activities.
- Items included in another grant application or to top-up funding for a previous grant or any other Council funding.
- A government agency or department of local, state or federal levels.
- Organisations with gaming machines and/or trade regularly with a liquor licence most days of the week.
- Operational costs including, but not limited to, Council lease costs, Council general rates and utility rates, on-going salaries, auditing, rent and other administrative expenses.
- Funding for prize money, prizes or trophies.

Other eligibility restrictions may apply to specific funding categories.

Low priority is given to events that have received funding previously for similar events, excepting community events.

8. ASSESSMENT PROCESS AND CRITERIA

Events Support Grant applications will be considered against the program philosophy, objectives, eligibility criteria and selection criteria.

Not all applications that meet the criteria may be successful, as grants are highly competitive and approval will depend on availability of funds, the number of applications, program priorities and geographical equity.

Council may give a lower amount than requested, and may place terms and conditions on which items may be funded by the grant.

Selection Criteria

Applications must demonstrate:

- A genuine need for the project/activity;
- Linkage to the specific Corporate Plan objectives;
- Linkage to the specific aims and priorities of the selected event category;
- The benefit to the area of the Toowoomba Regional Council;
- Evidence of consultation and community partnerships;
- The capacity of the applicant to successfully complete the project;
- A balanced, realistic and complete project budget;
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices.
- Have met all acquittal conditions of previous Council grants and have no debt to Council.
- Be able to demonstrate financial viability.
- Address specific event category priorities.
- Include required supporting documentation
- Evidence of inclusive participation; and,
- Level of funding contributed by the applicant and/or others towards the project.

As a general rule, Council requires its financial support to be allocated as follows:

- Major Events - promotion, marketing and event development.
- Regional Events - promotion, marketing, event development and entertainment.
- Community Events - promotion, marketing, event development, entertainment and event infrastructure.

(Note: event infrastructure may include in-kind support from Toowoomba Regional Council).

Council will not enter into discussion with unsuccessful applicants unless there is an error of fact in the pre-assessment process. If there is an error of fact, unsuccessful applicants may contact the Coordinator Tourism and Events, who will investigate the claim.

9. RECEIVING A GRANT

Grant recipients will be subject to a number of terms and conditions (depending on event category) which state, amongst other things, that they must:

Council reserves the right to request an audit of grant expenditure and to demand repayment of any funds granted, and/or refuse consideration of further support, if the conditions set out in the Funding Agreement are not met. Any unused funds must be returned to Council.

Applications are to be lodged by the advertised closing date

<p>LODGEMENT OF APPLICATION</p> <p>Late applications may not be considered.</p> <p>Applications must be postmarked before 5.00 pm on the closing date advertised.</p> <p>Faxed or emailed applications must be followed up with a hard copy of the cover and signature pages.</p>	Post to:	Toowoomba Regional Council Community Grants Scheme PO Box 3021 Toowoomba Qld 4350
	Deliver to:	Any Toowoomba Regional Council Service Centre by close of business on the closing date
	Fax to:	4631 9292
	Email to:	info@toowoombaRC.qld.gov.au

A. Yes, the application form is available in both Word and PDF versions from Council's website www.toowoombaRC.qld.gov.au

Approval date: 16/06/2015

Q. What if our organisation doesn't have an ABN?

A. You can still apply, but you will need to provide us with a copy of the group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office, confirming tax exemption status. The Statement by a Supplier form is available online at www.ato.gov.au/content/downloads/nat3346.pdf.

Q. What if our organisation is not registered for GST?

A. You can still apply if your organisation is not required to be registered for GST, but GST will not apply to any grant allocated.

Q. What if our organisation is not incorporated?

A. You can still apply, but the application must be under the auspices of an eligible organisation who will take full responsibility for the grant. Council staff may be able to assist in finding sponsors for applications with clear community benefits, or assist in getting your group incorporated.

Q. Does my project need to benefit all residents of the Toowoomba Region?

A. No. As long as there is a service/project/event being delivered in the Toowoomba Regional Council Local Government area and there is benefit to communities within the Toowoomba region.

Q. Can I get funding for more than one year?

A. No. You will need to apply for funding every year, and there is no guarantee of repeat funding.

Q. Can individual persons apply?

A. No. Individual persons cannot apply as Council may only grant funding to community organisations.

Q. Can a school apply?

A. No. Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) are not eligible for funding consideration.

Q. Can Council grant funds be used to 'top-up' other grant funds?

A. Yes. Council funds can be added to other funds to make a better project, or can be used as seed funding at the 'front-end' to develop project plans and fund application fees etc.

Q. Can we submit an application electronically or by fax?

A. Yes, as long as it is received by the due date, and the original of the cover and signature sheet is posted with supporting documents.

Q. If my application is unsuccessful, can I apply for the same thing next round?

A. Yes. However it is advised that you seek feedback as to why your application was unsuccessful in the first instance. It would also be very beneficial to attend one of the public grant workshops, as this will enhance your chance of a successful application.

12. RELATED POLICIES

3.20 Community Grants Policy

(Ref DM #5953780v1)

13. RELATED FORMS AND DOCUMENTS

Community Grant Application Form	(Ref. DM #3775301)
Community Grant Funding Agreement Form	(Ref. DM #3781897)
Community Grant Acquittal Form	(Ref. DM #3781566)
Cultural & Arts Support Grant Application Form	(Ref. DM #5706182)
Event Support Application Form – Section A	(Ref. DM #3676751)
Event Support Budget \$1,500 or less – Section C	(Ref. DM #3706225)
Event Support Budget over \$1,500 – Section B	(Ref. DM #3708301)
Event Support Acquittal	(Ref DM #3232599)
Event Support Visitor/Participant Survey	(Ref DM #3556255)

14. REVISION HISTORY

Policy Version	Approval Date	DM Reference
1.00	21 April 2011	3604070v6
2.00	10 December 2013	5719394v2A
2.01	17 June 2014	5719394v2B
3.00	16 June 2015	6088735v2

15. CONTACT OFFICER

Position: Coordinator, Tourism & Events

Branch: Tourism and Events