

# Guidelines

## Event Grants 2024-2025



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# Georges River Council Event Grants Program

These Guidelines have been developed to assist not-for-profit organisations and apply for funding from the Georges River Council Event Grants Program.

Under Section 356 of the Local Government Act (1993), Council may allocate funds to address priority community needs. The Event Grants Program enables Council to extend its support to not-for-profit organisations that wish to hold outdoor community events on designated Council owned land or land managed by Council.

The Event Grants Program is underpinned by the principles of the Council's [Community Strategic Plan 2022-2032](#) (The Plan). The Plan details the long-term vision of the Georges River area and has been developed following extensive consultation with the community. It seeks to provide a framework and direction to achieve our community's shared vision for the future, and to meet identified community needs.

Please refer to Council's [Grants and Donations Policy](#) for more details.

## Grant Funding Available

- \$20,000 total maximum for combined in-kind and financial funding, per financial year.
- Applications open: Year Round, minimum of one (1) round per year, pending availability of funds.
- Applications that meet eligibility criteria will then be considered in accordance with Council's budget, staffing and available resources.

## Key Dates

- Applications must be received 12 weeks ahead of the event date.
- Applications received within 12 weeks may not be considered.
- Applications for an Event Grant must be received in conjunction with a Georges River Council [External Event Application Form](#) and pending Event Permit.

Key application timelines	
Event application received	Week 1
Event application reviewed for eligibility	Week 2 - 4
Assessment period	Week 4 - 6
Applicants notified of outcome	Week 7 - 8
Project completed	Event date
Final report and acquittal due	Due 8 weeks post event



## Program Objectives

Council recognises the valuable contribution that organisations provide in the initiation and running of events in the Georges River area, showcasing our rich cultural diversity and delivering social, cultural, economic, and environmental benefits.

Council may seek to support and further develop partnerships with these community organisations. Council's support could include:

- **Financial support**
- **In-kind support** – waiving of council fees and charges for events in parks and town centres

This program provides not-for-profit organisations with an opportunity to apply for grant funding to support the running of an outdoor community event, held on designated Council owned land or land managed by Council.

Applications will be considered in accordance with Council's budget, staffing and available resources.

Priority will be given to events that align and contribute to the [Georges River Council Event and Festival Charter](#), Georges River Council Community Strategic Plan and deliver community benefit in the areas of:

- a) Social and cultural awareness
- b) Economic development
- c) Local area promotion

Council's Event Grant Program assessment objectives are to:

- a) Provide a structured program through which funding can be allocated.
- b) Build and support the capacity of community organisations to deliver events that provide ongoing social, cultural and economic benefits to the local community.
- c) Provide a structured program through which Council Event Grant funding can be allocated in support of Georges River Council *Event and Festival Charter* and Council's Community Strategic Plan.

## Eligibility

- 1) Applicant organisations must be a registered not-for-profit organisation and be able to provide evidence of their not-for-profit status.
- 2) The grant application must be made by an authorised representative of the applicant organisation.
- 3) Applicants may apply for a maximum combined total of \$20,000 of in-kind and financial funding per community organisation.
- 4) Applicant organisation who received prior Council grants, sponsorships or subsidies must have submitted their acquittal or sponsorship report prior to submitting a new application.



- 5) Applicants will be deemed ineligible and not accepted for:
  - a) Any type of sporting club or association that currently hold leases, licences or Management Agreements on Council parks or grounds and are running business as usual events including, open day, end of year celebrations and award ceremonies.
  - b) Sporting events that are for profit and have large monetary prizes.
  - c) Any type of private celebration including but not limited to street parties, birthday parties or Christmas parties.
  - d) Commercial programs for personal profit.
  - e) Weddings or wedding photography.
  - f) Private company open days or private company charity fundraisers.
  - g) Invitation only events not open or accessible to the public.
  - h) Temporary stall structures, providing community information or selling food or beverages.
  - i) Food markets that are for profit.
  - j) Submissions from schools, school Parents and Friends committees or Government agencies.
  - k) Requests for prize money.
- 6) Council's Event Grant program excludes funding for any event or activity held at a Council Premium Facility.
- 7) Council will consider the capacity and capability of not-for-profit organisations applying for the Event Grant Program. This may include but not limited to a request to demonstrate:
  - a) Compliance with Council Event Guidelines, Grants and Donations Policy and other Council authority requirements.
  - b) Progress of a Georges River Council Event Application.
  - c) Sufficient lead time to plan the event and obtain an Event Permit.
  - d) Budget relevant to the event.
  - e) Impact on the environment, including implementing sustainable event practices.
  - f) Appropriate type and level of insurance for the activities that are the subject of the grant. This must include Public Liability Insurance.
  - g) Adherence to Work Health & Safety policies or practices as required under legislation.
  - h) Compliance with Council's Risk Management Policy and Procedures, Modern Slavery Legislation and Council's position as a Child Safe Organisation.
- 8) Georges River Council is a Child Safe Organisation. We are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people, upholding our commitment as a child safe organisation. If your project or program involves children and/or young people (aged 0-17 years), you will need to demonstrate your commitment to being a child safe organisation in your application.



# Assessment Criteria

Event Grants will be awarded to community events that best meet the following criteria.

- Promote social and cultural awareness.
- Supports the economic development of the local government area.
- Promotes the local government area.

Criteria and Objectives outlined to provide guidance and clarity	
Criteria	Objectives
<b>Promote social and cultural awareness</b>	<ul style="list-style-type: none"> <li>• Open to all the community for participation.</li> <li>• Free community event with clear understanding of anticipated attendance numbers               <ul style="list-style-type: none"> <li>○ Small event &gt;100</li> <li>○ Medium Event &gt; 1,000</li> <li>○ Major Tier Event &lt; 1,000</li> </ul> </li> <li>• Clear and detailed understanding of the target community demographic i.e. seniors, youth, families and/or multicultural group.</li> <li>• Ensure the event will support one or more of the following.               <ul style="list-style-type: none"> <li>○ the social cohesion of our community by connecting people.</li> <li>○ well-being of our community by supporting diversity, health, mind, body and soul.</li> <li>○ implementation of event sustainable practices such as no balloons, no single use plastics.</li> <li>○ run an accessible event catering for all abilities.</li> </ul> </li> <li>• Benefits a local registered charity that supports a section of the local government area.</li> <li>• Community memorial events e.g. ANZAC commemoration.</li> </ul>
<b>Supports the economic development of the local government area</b>	<ul style="list-style-type: none"> <li>• Provide opportunities for increased spend at local businesses.</li> <li>• Partnership or promotion with local business.</li> <li>• Engage local event industry suppliers and contractors.</li> <li>• Engages food trucks, stall holders and volunteers.</li> </ul>
<b>Promotes the local government area</b>	<ul style="list-style-type: none"> <li>• Promote the event within the local government area using print, digital and social promotional channels.</li> <li>• Promote the event outside the local government area using print, digital and social promotional channels.</li> </ul>

The assessment criteria will be used to evaluate all applications submitted to the Event Grants Program.





## Budget

Funding will be determined through assessment of the amount requested verse criteria achieved.

Council may offer an organisation a partial amount of the full amount requested.

Expenditure of funds will be reviewed by Council at reporting and acquittal, to ensure compliance with the purpose of the grant and the conditions specified.

If grant funds are not spent as stipulated in the grants letter of agreement, the grant funds must be returned to Council along with any interest accrued.

### **Note on Goods & Services Tax (GST)**

Where an organisation is registered for and required to pay GST on goods and/or services, then that amount needs to be included in the budget and the grant amount requested. It is the responsibility of the funded organisation to pay GST, so the amount required must be included in the grant budget.

## Use of Council Logo

You must seek permission from Council if you wish to use Council's logo on publications, flyers or on your website. Please contact Council's Events team for a copy of the logo and usage guidelines. Please ensure you allow a minimum of 10 business days to have your logo usage approved by Council prior to publication of any materials.

## Acknowledgements

Successful applicants are required to acknowledge Council by using the following statement: 'Supported by Georges River Council's Event Grants Program'.

## Grant Project Variations

Grant recipients must request to make any significant changes from those detailed in the application in relation to their grant budget, timeline or activities by contacting Council's Events team. Any grant variations are subject to Council's consideration.

## Reporting, Acquittal Process and Financial Reporting Requirements

Event Grant recipients must complete an online acquittal form within 2 months of the event completion.

Any organisation or entity receiving Council funding that totals more than \$15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council.



Some organisations may be exempt in alignment with auditing requirements of the Australian Charities and Not-for-profits Commission. This applies to all organisations, individuals and entities that receive grant funding.

The Audited Financial Statements must be provided to Council on request by the due date following the financial year in which the funding was received.

Grant recipients in any financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If the total amount is more than \$15,000 on 30 June, you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Events team via, [events@georgesriver.nsw.gov.au](mailto:events@georgesriver.nsw.gov.au) by the requested date. Any grant applicants who cannot meet this condition will be deemed ineligible to receive Council funding in the future.

All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant invalid, in which case any funds paid under the program must be returned to Council.

## How to Apply

1. Read these Guidelines and Council's [Grants and Donations Policy](#).
2. Submit an [External Event Application Form](#)
3. Submit your SmartyGrants application [Event Grant Application 2024/2025](#)

## Contact Us

To discuss your application please contact Council's Events team by phone 02 9330 6400 or email [events@georgesriver.nsw.gov.au](mailto:events@georgesriver.nsw.gov.au).

