

## Community Share Grant Guidelines – Events and Sponsorship

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

### **1 Events and Sponsorship - up to \$1,000 - no matching funding required**

#### **1.1 Objective**

The purpose of the Events and Sponsorship Program is to provide financial support to eligible groups and organisations to assist in the staging of events that support the outcomes of the Yarriambiack Shire Council's Plan and/or the Shire communities, Community Action Plans.

#### **1.2 Eligibility**

To be eligible for the Events and Sponsorship grant category, an organisation must be:

- a) A not for profit organisation that provides services to the community and does not operate to make a profit for its members. All profits must go back into the services and/or the community and must not be distributed to members.
- b) Have an active Australia Business Number (ABN).
- c) Be located within Yarriambiack Shire or conducting an event within the Shire.
- d) If an organisation is located outside of Yarriambiack Shire and is conducting an event within the Shire, one hundred percent (100%) of the profits made from the event (less administration costs) must be distributed for the direct benefit of the nominated community(s) within Yarriambiack Shire Council.
- e) Located within Yarriambiack Shire, but where that organisation is conducting an event outside the Shire, at least 50% of the intended participants must be Yarriambiack Shire residents or ratepayers.
- f) Have public liability insurance cover of \$20 million dollars.

#### **1.3 Ineligibility**

The ineligibility criteria as follows:

- a) An organisation who received funding in the previous round of the Community Share Grant Program.
- b) The applicant is an individual, or a for profit business enterprise (excluding applicants for category Business and Streetscapes – refer to Community Share Grant Guidelines – Business and Streetscapes).
- c) If an employee or Councillor of Yarriambiack Shire Council has completed the form on behalf of an eligible entity.
- d) Have submitted multiple applications for the Community Share Grant Program round. All will be considered ineligible.
- e) The application is for retrospective funding.
- f) Funding requests for reimbursement of funds already spent.
- g) Events/festivals occurring outside the Yarriambiack Shire boundary; unless one hundred percent (100%) of the profits made from the event (less administration costs) are distributed for the direct benefit of the nominated community(s) within Yarriambiack Shire Council.
- h) Those with an ineffective management structure to manage financial and accounting requirements.

- i) Events/festivals that denigrate or exclude any groups in the community.
- j) Events/festivals that have safety and/or environmental hazards.
- k) Past funding recipients with outstanding debts to the Yarriambiack Shire Council and/or incomplete reporting on previous funding.
- l) Funding requests for training or education.
- m) Funding requests for industry specific events e.g. conferences, tradeshows, exhibitions, award ceremonies etc.
- n) Funding requests for interstate and overseas travel expenses.
- o) Funding requests for general fundraising activities.
- p) Funding requests from individual private enterprises.
- q) Funding requests from commercial organisations operating on a profit basis.

#### 1.4 Assessment Criteria

The following criteria will be used to assess applications:

- a) Does the event showcase the diversity of people and lifestyles in the Yarriambiack Shire?
- b) Does the event strengthen ties within the community and between the community and the Yarriambiack Shire?
- c) Does the event enhance social wellbeing and contribute positively to the image of Yarriambiack as a cohesive and inclusive community?
- d) Will the event provide an economic benefit to the municipal residents of the Yarriambiack Shire Council?
- e) Does the Event link directly to a Council Plan objective; or Community Action Plan Project / Objective?
- f) Waste wise – All events need to have a waste management plan for the event that focusses on reducing overall waste and single use plastics and includes separate bins for glass, mixed recycling and landfill.

A scoring matrix (Table 1) will be utilised by the Assessment Panel to score each project.

#### 1.5 Terms of Funding

- a) The Community Share Grants Program – Events and Sponsorship has two annual funding rounds as per the Policy.
- b) Organisations are only permitted to submit one application for each funding round.
- c) All mandatory questions within the application must be fully completed and include all requested attachments.
- d) Grants will be distributed on receipt of the submitted Grant Funding Agreement and associated invoice.
- e) All funds must be expended or assigned to an item of expenditure by the end of funding period, in accordance with the funding agreement.
- f) Applications will not be assessed if previous grants have not been acquitted by the due date.
- g) Successful applicants will be required to submit a grant acquittal by the end of the funding period.
- h) Auspiced applicants must provide a letter from the auspicing organisation confirming their commitment to the project and willingness to manage funds on behalf of the applicant.
- i) If an organisation is auspiced, funds will be paid to the auspicing organisation.

- j) Programs will not be funded retrospectively (i.e. they cannot have already occurred).
- k) The project budget must detail all expenditure and income items.
- l) All grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:
  - i. Organisations with an Australian Business Number (ABN) registered for GST - A tax invoice, inclusive of GST stating the organisation's ABN.
  - ii. Organisations with an Australian Business Number (ABN) not registered for GST - An invoice stating the organisation's ABN.
- m) Council reserves the right to refuse funding if the terms of the Funding have not been met.

### 1.6 Step by Step Guide

- a) All applicants must ensure they read the Community Share Grant Policy and Guidelines to familiarise with the program requirements.
- b) Check the eligibility and ineligibility sections of the Policy and Guidelines to determine if the organisation is eligible to apply for the current round.
- c) Ensure all areas of the application form are completed and provide attachments where required.
- d) Complete the Community Share Grants Application Form – available for download / or via online submission at the Yarriambiack Shire Council Website.

Submit application using the following methods by the due date:

Email: [grants@yarriambiack.vic.gov.au](mailto:grants@yarriambiack.vic.gov.au)

In person: 34 Lyle Street, Warracknabeal

Mail: PO Box 243, Warracknabeal 3393

Online Submission: Direct from website, ensuring all documentation is available when commencing the application process.

- e) Applicants will be notified in writing of the outcome by the timeline dates as outlined in the associated Policy.
- f) Successful applicants will be required to sign and return an agreement to Council before payment of the grant and commencement of the project.

### 1.7 Definitions

Strengthen Ties	<p>An event that brings a broad cross section of the community together to create a more caring, inclusive community. It can also entice people to want to live/move to the area, creating an overall positive impact for the Shire.</p> <p>Strengthening ties between the Community and Council can be through Councillors / Senior Management attending and actively participating in the event.</p>
Groups	<p>Groups are people that fit within a specific category such as Aboriginal peoples, age, culture (ethnic backgrounds), gender, disability, socio-economic, sexual orientations, professions (e.g., farming, white-collar, blue-collar professions).</p>

Social wellbeing	Social wellbeing enhances community spirit, builds networks within and outside of the community that can provide an overall benefit to the social fabric and cohesion of the community. Can foster a sense of place and a sense of pride in the shire and/or town. Can create a vision of the town, or expand on a vision for the town that creates a more cohesive and inclusive community.
Cohesive and inclusive community	Inclusive communities are welcoming to diverse groups of people, including, but not limited to, seniors, youth, children, Aboriginal Peoples, immigrants and newcomers, persons with disabilities, people experiencing mental health challenges, and low-income populations.
Community Action Plan	Each Community in Yarriambiack Shire Council has a Community Action Plan that identifies projects and objectives that are collectively important for Council and/or the community to pursue.
Council Plan	<p>Key Objective 1: A Vibrant and Diversified Economy</p> <p>Key Objective 2: A Healthy and Inclusive Community</p> <p>Key Objective 3: A Robust and Thriving Environment</p> <p>Key Objective 4: A Council Who Serves its Community</p> <p>Refer to the Yarriambiack Shire Council – <a href="#">Council Plan</a> for more details, available for download on Councils Website.</p>
Not for Profit Organisation	Not-for-profit (NFP) organisations are organisations that <b>provide services to the community</b> and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres and sports clubs.
Waste Wise	Waste wise events reduce overall waste, excludes the use of single use plastics in line with Victorian Government regulations and encourages the separation of waste into glass, mixed recycling and landfill bins.


**TABLE 1: Events and Sponsorship - up to \$1,000 - no matching funding required**

Criteria / No. of Points	Diversity of people (age, culture, gender, disability, socio-economic, mental health)	Strengthen ties	Enhance social wellbeing	Contribute positively to the image of Yarriambiack as a cohesive and inclusive community	Economic benefit to Yarriambiack Shire Council municipality	Alignment with Council Plan objective and/or Community Action Plan project or objective
5	The event / sponsorship aims to provide a direct and indirect benefit to a broad cross section of the community, across the entire Yarriambiack Shire footprint.	The event / sponsorship strengthens ties not only across the whole community, whilst also strengthening ties between the community and Council, through support of the event.	The event / sponsorship meets items 1, 2, 3 & 4 of this matrix, along with creating a vision for their town they did not have before or expands on current vision for event/sponsorship.	The event / sponsorship enabled all groups within the Shire to attend and/or participate.	The event / sponsorship will create a positive economic benefit to the broader Yarriambiack Shire, increasing tourism and business visits for greater than two days.	The event / sponsorship aligns with more than two Council Plan objectives and more than one Community Action Plan objective.
4	The event / sponsorship aims to provide a direct and indirect benefit to a broad cross section of the community, within a specified footprint in the Yarriambiack Shire Council.	The event / sponsorship strengthens ties with a vast array of groups across the broader Yarriambiack Shire Council footprint.	The event / sponsorship Meets items 1, 2 & 3 and improves skills of residents, or fosters a sense of place and a sense of pride amongst municipal residents.	The event / sponsorship is targeted at all groups, within a select town(s) within the Shire.	The event / sponsorship will create a positive economic benefit to the broader Yarriambiack Shire, increasing tourism and business visits for one or two days.	The event / sponsorship aligns with two Council Plan objectives and a Community Action Plan objective.
3	The event / sponsorship aims to provide a direct benefit to two or three groups of people within the municipality.	The event / sponsorship strengthens ties with multiple groups across the broader Yarriambiack Shire Council footprint.	The event / sponsorship Meets item 1, 2 and builds networks outside of the community.	The event / sponsorship is targeted at a select group(s) but is available for all residents within the target group(s) across the Shire.	The event / sponsorship will create a positive economic benefit to town(s) in YSC, increasing tourism and business visits for one or two days.	The event / sponsorship aligns with a Council Plan objective and a Community Action Plan objective.
2	The event / sponsorship aims to provide an indirect benefit to two or three groups of people within the municipality	The event / sponsorship strengthens ties with two or three groups within the immediate community.	The event / sponsorship Meets item 1 and builds networks within the community.	The event / sponsorship is targeted at a select group(s) but is available for all residents within selected town(s) within the Shire.	The event / sponsorship will create a positive economic benefit to a town in YSC, increasing tourism and business visits for one or two days.	The event / sponsorship aligns with two Council Plan objectives.
1	The event / sponsorship is only aimed to provide an indirect benefit to one defined group of people.	The event / sponsorship strengthens ties with one group within the immediate community.	The event / sponsorship Enhances community spirit.	The event / sponsorship is targeted at a select group for one town within the Shire.	The event / sponsorship will create a positive economic benefit to a town in YSC, having a positive impact on tourism or businesses.	The event / sponsorship aligns with one Council Plan objective.
0	Does not meet the criteria	Does not meet the criteria	Does not meet the criteria	Does not meet the criteria	Does not meet the criteria	Does not meet the criteria

## 2 Application Form

### Events and Sponsorship - up to \$1,000 - no matching funding required

<b>Organisation Name</b>			
<b>Address</b>			
<b>Contact Name</b>			
<b>Contact Email</b>			
<b>Contact Phone</b>			
<b>Amount Applying For (ex GST)</b>			
<b>Event / Sponsorship Budget</b>	Budget section to be completed as part of application, or via online form.		
<b>Is the event being held in Yarriambiack Shire?</b>			YES / NO
<b>If no, are (100%) of the profits made from the event (less administration costs) being distributed for the direct benefit of the nominated community(s) within Yarriambiack Shire Council.</b>			YES / NO
<b>If yes, Provide Outline of how funds will be distributed</b>			
<b>Does your application include cost provisions Planning Permit if required?</b>			
<b>Is the person completing the form an employee or Councillor of Yarriambiack Shire Council?</b>			
<b>Project Description</b> (no more than 500 words)			
How will the event enhance diversity? (What cross section of the community is it aimed at?)			
How will the event/sponsorship strengthen ties with the Community and Council?			
How will the event/sponsorship enhance social wellbeing within the Community?			
How will the event/sponsorship contribute to creating a cohesive and inclusive Community?			
What is the economic benefit to the Community/Shire?			
How does the event align with the Shires Council Plan and/ or Community Action Plan Objectives?			
Mandatory Requirement: Does the event have a Waste Management Plan? YES / NO			

<b>Adopted:</b>	Council Approved Date 28 August 2019	Minutes Page Number 61	
<b>Reviewed:</b>	CEO Approved Date 4 March 2021	CEO Name Jessie Holmes	CEO Signature 
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