



# **GUIDELINES**

## **Festive Season Event Grant**

**Agreement term: 1 July 2019 to 30 June 2022**

**Open for applications: Feb-Apr 2019**

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## 1. Introduction

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These guidelines provide details to community organisations that require a contribution towards the costs of organising a festive season event within the Noosa local government boundaries that is open and free to the public.

Noosa Council's Community Grants Program is governed by the Noosa Council [Community Grants Policy](#).

- Read these guidelines, frequently asked questions and the sample application form.
- If your organisation wishes to apply contact the Grants Officer to check your eligibility.
- If you have not received this grant from Council before it is a requirement that you also discuss your event with a Community Development Officer.
- If you have any questions just call the Grants Officer on 5329 6437 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) for an explanation.

## 2. Purpose

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Festive Season Event Grants will provide financial assistance for up to three years to eligible not for profit community organisations for events that are free to the public and occur between late November and January each year. Events that can be funded through this program include Christmas Carols, Concerts, Parades, New Year's celebrations, and Australia Day activities within the Noosa Council area.

## 3. Key dates

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Round opens:	9am, 27 February 2019
Round closes:	12 noon, 3 April 2019
Announce results:	21 June 2019
Agreement period:	1 July 2019 to 30 June 2022
Event delivery:	1st November and 31st January each year
Acquittal due:	Within 30 days of holding each event

## 4. Eligible organisations

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### Who can apply

The grant program is available to organisations who are seeking a financial contribution to a Festive Season Event which will benefit the residents of the Noosa Shire community and who are:

- A legal not-for-profit entity
- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Be registered by an Act of Parliament
- Have an active ABN
- Have a bank account in the name of the legal entity.

If an organisation is not eligible and wishes to apply for a grant, the organisation may be able to do so provided that the application is auspiced (see below) and administered by an eligible organisation. The auspice organisation will take legal and financial responsibility for the grant and the event being delivered.

All applicants (including the auspice, if required) must have:

- Appropriate insurances and adhere to sound Workplace Health and Safety practices
- No debt to Council, or have entered into scheduled payment arrangements that is being adhered to and
- Met obligations of agreement conditions for any previous Council grants.

### Who cannot apply

This grant program is not available to:

- Foreign companies, such as a charity formed or incorporated outside Australia, even if it is registered to carry on business in Australia
- A trust (which by its nature is an obligation imposed on a person or other entity (the trustee) to hold property for the benefit of beneficiaries or for a particular purpose).
- Businesses
- Business Trusts
- Individuals
- Government agencies or Departments of local, state or federal government
- Educational institutions
- Parents and Friends Associations, or Parents & Citizens Associations
- Medical organisations or Primary Health Care Providers
- Political organisations
- Kindergartens, Pre-school and day care centres
- Religious organisations where the application is for an event that relates specifically to the organisation's core business

### Auspicings

An agreement or letter of understanding between the applicant and auspice organisation is required to be lodged (uploaded) with the grant application. Here is [more information](#) about auspicings.

## 5. Eligible Festive Events

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Festive Season Event Grant funding is for events that occur between 1st November and 31st January each year

The types of events encouraged are Australia Day celebrations, New Year celebrations, Christmas carols concerts, parades and festivals that celebrate Christmas held inside the Noosa Shire. The events must be free and open to the public.

No more than one Christmas, one New Years, and one Australia Day event will be funded within a town or village.

### **The funding can be used for:**

The delivery of the Festive Season Event Grants is subject to annual budget allocations. Eligible items for funding may include but are not limited to:

- Hire of equipment, temporary structures
- Professional services such as waste removal, recycling services, entertainment, photographer
- Marketing and advertising of the event, and
- Fireworks for New Years events only.

### **The funding cannot be used for:**

Ineligible items for funding include but are not limited to:

- Installation and display of Christmas decorations (Festive Season Displays) in public places
- Event costs funded by Tourism Noosa except where a significant direct benefit to residents can be established
- Event costs already funded by Noosa Biosphere Reserve Foundation Ltd
- Consumables such as stationery, printing, fuel, vehicle / plant / equipment repairs
- Fireworks, other than for New Years Eve events
- Prizes
- Travel expenses
- Mobile phone costs
- Balloons
- Catering and alcohol
- Office equipment
- Wages or salaries
- Payment of debt
- Charitable fundraising
- Items included in another Council grant application

## 6. How much funding is available

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The delivery of the Community Grants Program is subject to Council's annual budget. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

### Applicant contribution

Applicants are expected to contribute to the event wherever possible. In doing this you may satisfy the assessment criteria of providing 'value for money'. Other funding sources may include:

- Grants from other funding bodies
- Sponsorship, donations of cash, materials, or expertise
- In-kind or volunteer labour (valued at \$30 per hour).

## 7. Event budget

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It is important to provide a realistic and complete event budget.

- Written quotes are required for any budget items over \$1,000:
  - For budget items between \$1,000 and \$7,500 one (1) written quotation is required
  - For budget items over \$7,500 three (3) written quotations are required
- All amounts recorded in your budget and application must not include GST
- The budget must balance; that is, the total income relating to this event must equal the total expenditure on this event
- The budget must include the supplier's name in the description of expenditure items
- In-kind support/volunteer hours are valued at \$30 per hour

## 8. Application

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A sample application form is available on Council's website at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants). The actual form is completed and submitted online at [www.noosa.smartygrants.com.au](http://www.noosa.smartygrants.com.au).

Once an application form has been submitted, an email will be sent to the email address noted in the application form acknowledging that Council has received the grant submission.

## 9. Assessment

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Only applications received before the grant round closes will be assessed against this criteria:

- *Demonstrated need for the event.*  
A high score will be awarded if the application *provides evidence that there is a genuine need for the event, has well substantiated community support for the event (beyond the applicant organisation's membership base), provides evidence of collaboration (or commitment) with other organisations where there are shared interests and opportunities.*

- *Benefit to the Community*  
A high score will be awarded if the applicant can illustrate the event provides significant benefit to the Noosa community (beyond the applicant organisation's membership).
- *Applicant contribution, financially or in kind, toward the event.*  
A high score will be awarded if the applicant leverages Council funding with substantial funding from other sources (including own cash at bank and in-kind) and demonstrates high value for money and/or is an event where no other external funding is available.
- *Demonstrated need for funding.*  
A high score will be awarded if there is substantial evidence of a genuine need for the funding to deliver an effective event.
- *Capability of the organisation to deliver the event.*  
A high score will be awarded if the applicant has demonstrated their ability to plan, co-ordinate and deliver a safe and successful event within the event delivery period, all necessary approvals and insurances are in place (or are in the process), and the budget is realistic.

Applications may be part funded to assist distribution of funds to more community groups. If applications are part funded, the organisation will need to fund the balance of the grant.

## 10. Announce results

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The outcome of the grant round will be announced after the final decisions are made at the Ordinary Council Meeting. See the Key Dates Section.

Each applicant will be advised by email (to the SmartyGrants login email address) whether their application has been successful or not.

Unsuccessful applicants may request feedback on the assessment of their application by emailing [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

## 11. Successful applicants

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Successful applicants will be given instructions about the Deed of Funding Agreement obligations and invoicing Council for the grant payment. See [Valid Invoice Check List](#).

If the applicant is being auspiced, the Deed of Funding Agreement will be signed by, and payment will be made to the auspice organisation.

## 12. Acknowledgement

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All successful applicants will need to [acknowledge Noosa Council](#) in all published material and online communications associated with the event. Noosa Council reserves the right to publish the impacts and accomplishments of your events. Council will also ask for photos to use in its communications.

## 13. Event reporting and acquittal

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Reporting and acquittal requirements will be outlined in the Deed of Funding Agreement. Events are not to commence nor the grant paid before the applicant signs, understands and can meet all terms and conditions of the Deed of Funding Agreement including any additional Special Conditions.

Organisations will need to provide an event report and financial acquittal within thirty (30) days of each year's event.

The obligations of the successful applicant include, but are not limited to:

- Maintaining financial and progress records relating to the delivery of the event
- Acknowledging Noosa Council in all published material and online communications associated with the event.
- Noosa Council reserves the right to publish the impacts and accomplishments of your events.
- Council will also ask for photos to use in its communications.

### Record Keeping

Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met. A sample acquittal form can be found at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants).

## 14. Resources

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### Other useful resources

- [Frequently Asked Questions](#)
- Community Events [Calendar](#) here
- Event [Toolkit](#) here.
- [Support](#) for Not-for-profit groups here

### Applicant support

For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, please refer to the FAQ or contact Council's Grants Officer on (07) 5329 6437 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

## 15. Legislation

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- [Information Privacy Act 2009](#)
- [Right to Information Act 2009](#)
- [Local Government Act 2009](#)