

# Policy Guide - Community Event Grants Program

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**SEPTEMBER 2022**

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## **1.0 INTRODUCTION**

### **1.1 KEY POLICY**

- **POL00444 Community Grants and Sponsorship**

### **1.2 RELATED POLICIES AND STRATEGIES**

- **POL00272 Code of Conduct**
- **POL00258 Event Sponsorship and In-Kind support – Councils Involvement**
- **POL00205 Customer Service**
- **POL00189 Community Representation**
- **POL00513 Single Use Plastics**
- **Economic Development and Tourism Strategy 2021-2026**

### **1.3 BACKGROUND**

The Community Events Grants Policy Guide supports the implementation of Council's Community Grants and Sponsorship Policy.

The Community Events Grant Policy and Policy Guide have been developed to support the strategic themes of "Economic Development and Tourism 2021 – 2026", "Your Vision, Your future 2028", as well as "Liveable, Sustainable, Productive and Collaborative" of Council's Community Strategic Plan, and meets Council's Delivery Program objective of "providing comprehensive community support programs and providing diverse and interesting events for our community to participate in and enjoy".

The objectives of the Policy are to:

- Encourage community-based organisations to develop and run sustainable events which meet and enhance community activities in the Hornsby Local Government Area, and preference be given to events that involve local residents.
- Promote the active participation of local residents in community initiatives, and the development of their capacity, skills, knowledge and opportunities.
- Provide assistance to the community to develop initiatives and services, which are consistent with Council objectives and programs, but not directly operated by Council.
- 'Community Event Partnership Grant' projects should be self-sustaining at the end of the funding term.

### **1.4 POLICY SUMMARY**

- \$60,000 will be available per annum through two (2) funding pools – either a 'Community Event Partnership Grant' or a 'Place Activation Grant'.

- A total of \$42,000 per annum will be provided under Community Event Grant funding pool. Cash funding, in kind support and sponsorship is available up to a total value of \$7,000 per applicant organisation per annum under this pool.
- A total of \$18,000 per annum will be provided under the Place Activation Grant funding pool. Cash funding, in kind support and sponsorship is available up to a total value of \$3,000 per annum, per applicant organisation under the Place Activation Grant pool. Place Activation Grants are designed to be one-off grants.
- Priority will be given to two grants in each funding pool per Council ward.
- A Memorandum of Understanding (MOU) or agreement will form the basis of a funding agreement for both pools.
- Community Event Partnership Grant MOU's will run for up to four years in line with Council terms and conclude on 30 June following the end of a Council term.
- Successful applicants will not be eligible to apply for additional funding or in-kind support from Council for the duration of the grant/partnership.

## **2.0 CRITERIA**

### **2.1 ELIGIBILITY CRITERIA**

Projects must be delivered within the agreed term.

To be eligible for grant funding, an organisation must:

- Be a not-for-profit organisation
- Be incorporated or have evidence of auspice from an incorporated organisation, and have an ABN
- Be located within the Hornsby Shire LGA
- Not have outstanding debts to Council
- Not have overdue progress or acquittal reports for previously funded grants
- Deliver on all funding conditions
- Have all required licenses and insurances
- Have a bank account in its name with a minimum of two signatories
- Submit an application before the advertised closing date and complete all aspects of the form

### **2.2 ASSESSMENT CRITERIA**

In determining the grant application, Council will consider:

- Anticipated level of community participation and perceived level of community benefit of the proposed event
- That the proposed event has a clearly stated purpose and a plan for achieving that purpose
- The potential of the project to develop a sense of community
- The capacity of the organisation to run the proposed event through providing a plan and supporting documentation
- How each application meets the strategic outcomes of Hornsby Shire Council:

- Livable – providing people with good opportunity to participate in community life
- Sustainable - recycling and sustainability initiatives including Single Use Plastics Policy 2020
- Productive – Revitalised commercial centres in the Shire and the overall prosperity of the Shire
- Collaborative – impacts of the event on the community's long-term future.
- The capacity of the events to align with and/or support the Disability Inclusion Action Plan, as well as strategies including but not limited to Economic Development and Tourism.

## 2.3 APPLICATION CHECKLIST

The following documentation is required to support each application:

- A complete **project scope and sustainability plan** including proposed Event Plan and Budget
- Copy of audited financial statement and constitution from previous financial year
- Copy of certificate of currency for public liability insurance to the value of no less than \$20,000,000
- Proof of financial accountability and ability to comply with the Terms and Conditions of Council's funding
- Previously funded organisations must have completed Council's **acquittal form** and have fully acquitted the previous grant with no outstanding debts, legal or compliance matters in respect of previous grants
- A complete **risk assessment** with the application that identifies how project risks will be managed.

## 2.4 CONDITIONS AND EXCLUSIONS

Hornsby Shire Council will not provide grants for:

- Activities, projects and programs that duplicate existing events
- Commercial organisations
- Individual persons
- Political or lobby groups
- Groups that have not met acquittal conditions to Council for previous grants or have debts outstanding to Council.

The following conditions will apply to the Community Events Grants Program:

- Applicants must be based within Hornsby LGA or proposing an activity that will take place within the Hornsby LGA
- Applicants must also demonstrate contributions from other sources (own contribution/other funding or in-kind support) to the event
- Funding cannot be solely derived from Hornsby Shire Council
- Council will not provide grants for competitions, political purposes or events of a commercial nature
- Events and organisations must comply with Council's ethical standards. This includes:

- Events or organisers must not be involved in the manufacture, distribution and wholesaling of tobacco related products, pornography and addictive drugs
- Organisers/promoters/sponsors of this event must not have been found guilty of illegal or improper conduct by ICAC or any other legal authority
- Events must not be in conflict with Council's policies and responsibilities to the community
- Promoters or organisers of the event, who are Councillors or Staff at Hornsby Shire Council, or are close relatives or business associates, must declare this potential conflict of interest. This declaration will not affect the eligibility of the application, however, failure to declare conflicts or associations may result in the grant being refused or withdrawn
- Applications must be received on the prescribed application form, which is available for downloading from Council's website
- Grants will not be issued retrospectively
- Each application will be decided on its merit, and in accordance with the general eligibility criteria as outlined in this policy
- Approvals are subject to annual budgetary limits
- Applications will not be considered if the applying organisation has outstanding debts to Council or acquittals for previous Council grant programs have not been finalised
- Hornsby Shire Council's contribution must be acknowledged in the promotion of the event.
- For the 'Community Event Grants' program, acknowledgement of Council's contribution to the event will be agreed between organisations and Council, with possible outcomes including but not limited to:
  - Inclusion of Council-supplied logo in marketing collateral with approval prior to printing/distribution
  - 2 x teardrop banners (provided by Council) present at events
  - 2 x A1 sign thanking Council and promoting the grant at event
  - Verbal recognition of Council's grant at event
  - Online recognition including but not limited to website and social media. Social posts may be shared by Council, and Council will endeavour to share posts
  - Provide selection of minimum 5 photographs or video of event with full permission for Council to use in promotional material
  - Opportunity for Council information stall/booth present at event
  - Tickets/access for up to 5 Council staff to attend event if applicable
- Successful applicants for 'Place Activation Grant' will be required to show evidence of acknowledgement of Council's contribution to the event in the form of:
  - Inclusion of Council-supplied logo in marketing collateral with approval prior to printing/distribution.

### 3.0 ACQUITTALS

Recipients of the Event Grant must demonstrate

- The funding will be spent within the agreed term
- Provide a post event report and acquittal within six (6) weeks of delivering the event.

Failure to acquit the grant will impact future funding requests.

### 4.0 ASSESSMENT PROCESS

All applications for grants will be reviewed by a Grants Officer to ensure mandatory requirements have been met. **Failure to meet mandatory requirements will result in the application not being processed for assessment.**

All eligible applications will be considered by a minimum of three-person interdepartmental staff panel which may recommend full, partial or no funding. This decision will be carefully considered, with the view of maintaining the integrity of the proposal.

Applications will be determined successful by:

- Merit against the evaluation criteria of the program
- Merit against other submissions in the same category.

Recommended applications for 'Community Event Partnership' grant will then be Reported to Council for endorsement.

Grants will be determined based on the term of the elected council and subject to budget allocation. This assessment process will take between six (6) and eight (8) weeks to complete.

Applicants will be informed of outcome within two (2) weeks of Council endorsement.

Hornsby Shire Council regularly receives more funding applications than the available budget. Therefore, successful applications satisfy the assessment criteria to a high degree.

Hornsby Shire Council reserves the right to:

- Request further information in considering any application
- Decline any applications that fail to meet the eligibility or assessment criteria.

Once a decision has been made, the applicant will be contacted regarding the outcome of the application. If successful, a funding agreement will be established.

There is no separate appeal process for grant decisions, except for those appeal processes in the Hornsby Shire Council [Code of Conduct](#) and [Customer Compliments and Complaints Policy](#).

## 5.0 FUNDING AGREEMENTS

Hornsby Shire Council will develop a funding agreement and/or Memorandum of Understanding (MOU) with the successful applicant to outline conditions or specific requirements for the event.

Funding agreements may request the supply of the following event documentation

- Notice of intention to hold a Public Assembly. Form can be downloaded at [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

No further resourcing or services including staff resources, waste, traffic management or venue hire fee waivers will be provided in addition to the grant funding for community events. Relevant resources will be charged according to Fees and Charges with amounts deducted from funding request at agreement stage.

The applicant is responsible to deliver all deliverables in the funding agreement, including reporting and acquittal requirements.

Council will recover payments for any damages, additional waste services or unpaid debts incurred by the event. Failure to comply with funding agreement terms and conditions can forfeit your event grant and result in restrictions on future funding.

Council is under no obligation to continue funding any given project beyond the term of the agreement.

## 6.0 LODGMENT

Applications are only accepted

- Via email – [events@hornsby.nsw.gov.au](mailto:events@hornsby.nsw.gov.au)
- Must be received by the nominated closing date.
  - Applications received after the closing deadline will not be accepted.

## 7.0 FURTHER INFORMATION

For further information, applicants are asked to contact:

- Jemima Stratton, Events Coordinator – [jstratton@hornsby.nsw.gov.au](mailto:jstratton@hornsby.nsw.gov.au)