

THE CITY OF

GREATER GEELONG

# COMMUNITY EVENTS QUICK RESPONSE GRANTS



2023-24 GUIDELINES

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# About these grants

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The purpose of the Community Events Quick Response Grants is to support moderate sized events with an immediate need that prevents organisers from applying to the main Community Events funding round.

The objectives of these grants are to:

- support a diverse and inclusive annual calendar of events
- generate economic impact through increased spend for the region's businesses and support key industries
- support event growth and long-term sustainability.

## QUICK RESPONSE GRANTS

We recognise that the fixed application timelines of the Community Events Grants may prevent some events, which meet the eligibility criteria, from applying for funding.

Therefore, a limited amount of funding annually is available for a Quick Response Grant for the reasons listed under the heading 'What can you apply for?' in these guidelines (refer page 7).

For a pre-assessment of your eligibility to apply for a Quick Response Grant, please contact the Event Services Unit on 5272 4139 or email [events@geelongcity.vic.gov.au](mailto:events@geelongcity.vic.gov.au)

There is total funding available of \$180,000 for both Community Events and Quick Response Grants, with individual grants being offered of up to \$10,000 per application.

## WHAT IS A COMMUNITY EVENT?

A community event is an organised gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licence, approvals or permits.

By their nature, community events involve gatherings within a defined space, often high density, and include a broad range of activities, such as the service of food and beverages and entertainment.

Moderate sized community events are expected to attract 300 or more attendees.

GRANT	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
Community Events Quick Response	Operating expenses to run safe, moderate sized, public events that provide economic and community benefits for the greater Geelong region.	\$10,000

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## HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

You must discuss your suitability for a Quick Response Grant with the Event Services Team on 5272 4139.

If an application is supported by the officer, you will be provided with a link to a SmartyGrants online application form.

## KEY DATES

Community Events Quick Response Grants are available from 15 January to 31 May 2024. Grants will be allocated on a first-in, first-served basis to applicants assessed as eligible until the closing date or when available funding is fully allocated, whichever comes first.

You will be notified of the outcome of your application within four to six weeks.

## PERMITS AND APPROVALS

Proposed projects or events may require permits or approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan. Grant funding cannot be used to pay for a permit or approval issued by the City.

You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant.

You must demonstrate that you are aware of the necessary permits and approvals in your application. Please refer to the assessment criteria under 'well planned projects' on page 9.

## FIRST NATIONS

For all applicants intending to apply for a grant with a First Nations theme you must provide evidence of engagement with First Nations Communities, and/or the specific First Nation community groups identified in your proposal.

You must also demonstrate awareness and understanding of the Aboriginal Heritage Act (2006) and/or the City's Reflect Reconciliation Action Plan and/or Social Equity Framework which includes the City's support to the Uluru Statement from the Heart.

You are strongly encouraged to talk to the Grants Team prior to applying.

## CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au), or call on 5272 5560.

## NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)

## OTHER LANGUAGES – TRANSLATION AND INTERPRETING SERVICE

Free phone interpreting service



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the City of Greater Geelong on 03 5272 5272. Our business hours are 8.30am-5.00pm.

## NATIONAL RELAY SERVICE (NRS)

If you are deaf or have a hearing or speech impairment and you wish to call a staff member, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272 who can connect you with the grants team.

- TTY users can phone 13 36 77
- Speak & Listen (speech-to-speech) users can phone 1300 555 727
- SMS relay users can message 0423 677 767

Note: Area code must be included for each call.

For a full list of NRS call numbers, visit [National Relay Service call numbers](#)

# Who can and can't apply?

The following table describes who is and isn't eligible to apply for funding through these grants.

APPLICANT TYPE-STANDARD	YES	NO
Not-for-profits - incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the <a href="#">Australian Charities and Not-for-profits Commission</a>	✓	
Unincorporated bodies with an auspice	✓	
For-profits - commercial entities, businesses	✓	
Individual/Sole Traders (entity type with Australian Business Register)	✓	
Schools and learning institutions - only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Applicants that have received funding from this grant in the current financial year (applies only when a second grant round is offered by the City)		X
Applicants with outstanding acquittals for grant funding from the City – including auspices		X
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers)		X

## **WHAT IF YOU ARE NOT INCORPORATED?**

If you are a not-for-profit organisation, you can still apply by using an auspice.

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are planning on using an auspice, please:

- obtain approval from your proposed auspice before you submit your application
- ensure the auspice signs the application form and funding agreement

Some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

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# What can you apply for?

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Applicants must offer an event within the City of Greater Geelong municipality.

Quick Response Grants are open to applications for events:

- secured by a bidding process and a due date or timeline that doesn't align with the Community Events Grants annual application and announcement period
- that require funding at short notice for example, an event in response to an unexpected community issue or a municipal disaster
- that seek an urgent commitment of funding to support a funding application timeline of other levels of government
- that could be secured for Geelong but were unknown at the time of the previous Community Events Grants annual application and announcement period.

The following is a list of ideas and examples that will be considered for funding.

- State or National sporting event
- State or National conference
- State or National festival.

Not all applications will necessarily be funded even if they are eligible. In some cases, applicants may also be offered partial funding.

Factors that determine the final grant amount offered include:

- time of year with a preference for off-peak
- multiple day events
- expected attendances of 300 or more
- that the applicant is not relying solely on the City's funding to run the event.

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# What won't be funded?

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## COMMUNITY EVENTS QUICK RESPONSE GRANTS

The following events will not be funded by the Community Events Quick Response Grants:

- ongoing, regular activities of a venue e.g., monthly markets, seasonal sporting events approved under a licence/tenancy agreement.
- due to their nature, are unlikely to be supported by relevant stakeholders
- held prior to the 1st of January 2024
- held outside the City of Greater Geelong municipality
- held annually
- will not be approved by the City when the City's permit or approval is required.

## CITY'S COMMUNITY GRANTS

In general, the following items, activities or projects will not be funded by any of the City's Community Grants.

- projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the municipality, only the portion taking place within Greater Geelong is eligible)
- cost of Council services where fees are normally charged e.g., Council rates, waste removal, building or planning permits or approvals, parking etc.
- Existing staff and salary costs (funds to cover costs for additional staffing or contractors, that relate directly to the grant application, will be considered)
- requests for retrospective purchases or projects, or where activities commence prior to notification of funding outcome
- fundraising events where the main aim is to directly fundraise for a charity
- prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- political, gaming or gambling activities
- activities and expenditure that can be considered core business e.g., ongoing projects and activities, administration overheads such as utilities, insurances and fees
- additional funding for previously successful applications
- projects, activities or events that could potentially commit the City to funding on an ongoing basis
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program.



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# How are applications assessed?

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All applications received will go through the following assessment process:

- Eligibility checks –applications are checked against the criteria on pages 5 to 8 to determine their eligibility.
- Officer panel assessment – eligible applications are assessed according to the assessment criteria and priority areas (see tables below).
- Executive review and endorsement – executive will review the officer panel’s recommendation and determine the outcome.

## ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

Key criteria and weighting	What we look for when assessing a project grant application
<b>Well Planned Project 50%</b>	<p><b>The event rational</b></p> <ul style="list-style-type: none"><li>• the reasons for staging/developing the event including details on the target audience, participants and spectators</li></ul> <p><b>Event plan and budget</b></p> <ul style="list-style-type: none"><li>• expertise and experience of the team responsible for planning and delivering the event</li><li>• an event plan (site plan, schedule, marketing, logistics, etc.)</li><li>• a risk assessment to ensure the safety of the public, participants, staff and volunteers</li><li>• a clear budget that details all project costs including contingency and all income sources relevant to the project. The budget must show events aren't solely reliant on grant income by demonstrating some costs will be self-funded or confirmed to come from other income streams</li><li>• that the funding request is realistic for the expected attendance and economic return</li><li>• an understanding of the permits and approvals that will be required for the event to proceed, including evidence that the venue or location is booked</li><li>• demonstrate quality and uniqueness of the event</li></ul>
<b>Strategic Impact 25%</b>	<ul style="list-style-type: none"><li>• contribution to a diverse and balanced (seasonal and geographical) calendar of events</li><li>• demonstrate how the event will contribute economic impact to the municipality by enticing audiences that support local economy to the City</li></ul>
<b>Community Impact 25%</b>	<ul style="list-style-type: none"><li>• is inclusive and accessible</li><li>• how the event will be promoted to the general public</li><li>• opportunities for free or low-cost involvement for participants</li></ul>
<b>TOTAL 100%</b>	

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## **PRIORITISING APPLICATIONS**

If the total request for funding exceeds the grant funds available, we will prioritise:

- applications that have not received funding from this grant in the previous financial year
- applications from organisation that do not receive funding from electronic gaming machines.102

## **GRANT ALLOCATION INFORMATION**

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

We generally only fund projects once. You cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

In some cases, applicants may also be offered partial funding to run a reduced or modified project.

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# What happens next?

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## **IF YOUR APPLICATION IS SUCCESSFUL**

If your application is successful, you will be notified in writing within one week after funding recommendations are endorsed.

You will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

## **IF YOUR APPLICATION IS UNSUCCESSFUL**

If your application is unsuccessful, you will be notified in writing.

As grants are a competitive process, even if an application meets the criteria, it may not be competitive against other applications.

If you would like further feedback on why your application was unsuccessful, please contact [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

## **FUNDING AGREEMENTS**

If your grant is successful you will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding;
- b. the details of the activity;
- c. the deliverables;
- d. reporting requirements; and
- e. the schedule of payments.

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# General information

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The following information applies to all City of Greater Geelong grants.

## ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong as a funding source.

This can be done by using the City's logo in marketing and publicity materials, social media, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

## COVID-19

All activities must comply with the latest health advice and government restrictions, as detailed at: <https://www.coronavirus.vic.gov.au/>

## FINANCIAL ACQUITTAL, EVALUATION AND REPORTING

A project evaluation and financial acquittal must be provided within one month of the agreed completion date for the project. The financial acquittal is an income and expenditure statement for the grant confirming that funding has been spent on the activity in accordance with the funding agreement.

City officers may request meetings with the applicant to check progress or undertake an independent audit of the books and records of the applicant as they relate directly to the grant.

Applicants must maintain accurate financial records for the grant and make them available to the City in the event of any audit by the City into the use of the grant.

## INSURANCE

If required, you must arrange public liability insurance (PLI) to cover the activity detailed in the grant application and include a PLI certificate of currency with your application. Applicants using an auspice would include a certificate from the auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

## PAYMENT OF GRANTS

Grant payments are made to the applicant (or auspice).

A tax invoice is required prior to releasing any grant funds. The Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a "Statement by a Supplier" form, the City may be required to withhold the top marginal tax rate (i.e., 45%) from the grant payment.

## TIMING AND WITHDRAWAL OF FUNDING

Successful applicants must spend their allocated funds within 12 months of notification unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a tax invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

## VARIATION TO FUNDED PROJECTS

Projects are funded for delivery as described in the funding agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if you are unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.