

Scenic Rim Regional Council

REGIONAL EVENTS PROGRAM GUIDELINES



Grants, Funding
and Awards

SCENIC RIM

REGIONAL COUNCIL



Acknowledgement of Country

Scenic Rim Regional Council acknowledges the traditional country of the Mununjali, Wangerriburra and Ugarapul Peoples of the Scenic Rim.

We recognise that the Scenic Rim continues to have connections to cultural, spiritual, environmental, and economic importance and respect connection to Country.

We pay our respects to Elders past, present and emerging, acknowledging the important role Aboriginal and Torres Strait Islander peoples play in shaping the future of our Region.

MAYOR'S FOREWORD

Scenic Rim Regional Council is pleased to support the Regional Events Program, which contributes to the vibrancy of our communities and our local economy.

This program supports large-scale events, which align with the character and culture of our communities, and which have the potential to bring substantial numbers of visitors to the Scenic Rim.

The Regional Events Program provides funding and in-kind support from Council for arts and cultural events, festivals, major sporting events, industry expos and shows and destination-driven events.

I am excited by the potential of this program, not only to enhance the enviable lifestyle we enjoy in the Scenic Rim but also to boost our local economy and build on our region's strong artistic and cultural base.

I look forward to seeing the many exciting and innovative projects that this program will support and I encourage you to make the most of our Regional Events Program.

Greg Christensen
MAYOR

Scenic Rim Regional Council

REGIONAL EVENTS PROGRAM

PROGRAM OBJECTIVES

The aim of the Regional Events Program is to support social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering economic benefits to the Scenic Rim Region through increased expenditure.

The Regional Events Program supports events that:

- promote tourism and attract overnight visitation to the Scenic Rim region
- provide economic benefits through local spend and increased visitor expenditure
- align with the character and culture of the Scenic Rim region, and
- demonstrate sound organisational planning.

ELIGIBLE PROJECTS

The Regional Events Program consists of the following funding categories:

1. Existing Events and Festivals Support

To be eligible for support an event must:

- provide measurable economic benefits
- have been successfully run in the Scenic Rim for the past two years
- not be in receipt of funding for the same event from any other Council Business Unit.

2. New Events and Festivals Initiatives Support

To be eligible for New Events and Festivals Support, an event will:

- be a new and distinct event which adds to the diversity of activities in the Scenic Rim and enhances the existing calendar of events
- not have been previously staged in the Scenic Rim
- not be an existing Scenic Rim event renamed and/or re-branded.

3. Events that promote Scenic Rim region's industries and assets

To be eligible for Scenic Rim industries support, an event will:

- offer commercial and showcasing opportunities to promote excellence and innovation
- showcase the natural assets of the Scenic Rim, and/or
- promote the attractions and activities of the region.

4. Infrastructure Support

Event holders who meet the requirements of each of the categories mentioned above can request infrastructure support, such as:

- street closures
- venue hire
- bin hire

There is a cost to Council associated with these items and this cost will be taken into account when support packages are being evaluated.

INELIGIBLE PROJECTS

Funding will not be provided for:

- recurrent costs associated with day to day operations ie water, electricity and insurance
- freight, travel and accommodation related costs
- salaries, wages and employment costs
- events will not be funded retrospectively
- programs, projects and/or activities that do not involve the Scenic Rim community
- payment of debt
- merchandise, prizes, trophies and raffles
- projects by political organisations, and
- fundraisers and events run solely for members.

ELIGIBLE APPLICANTS

Council will only consider requests for funding from organisations meeting all of the following criteria:

- has successfully acquitted previous associated grants
- has no issues associated with other Council grants
- has no outstanding compliance matters with Council, for example Building and Plumbing applications, Development Approvals or leasing issues
- has current public liability insurance (copy may be requested).

INELIGIBLE APPLICANTS

Organisations that are not eligible to apply for the Regional Events Program include:

- government agencies or departments of local, state or federal government including auxiliaries and Parents & Citizens Associations of these bodies
- political or religious organisations
- bodies or authorities established by a Government body eg. chaplaincy programs, landcare groups, fish restocking groups, and
- organisations which have received other Council funding such as Community Grant, Regional Arts Development Fund, Environmental Grant etc.

Organisations can only apply for the Regional Events Program once each financial year.

KEY DATES

Applications are accepted all year in responsive rounds, however applications will be assessed on a monthly basis. Applications must be submitted a minimum of 12 (twelve) weeks prior to the commencement of the event.

LEVEL OF ASSISTANCE

Organisations can apply for a package of assistance totalling up to \$5000 each financial year, which may be entirely in cash or a combination of cash and infrastructure support (eg bins, venue hire, etc) but cannot be \$5000 cash plus infrastructure.

Ongoing funding for any event is not guaranteed and each event must reapply for funding each year unless specifically addressed in the funding application and agreement.

ASSESSMENT

Applications will be scored against an Assessment Matrix. Anticipated economic return will be modelled as part of the process. This will be based on factors such as the number of visitors expected to be attracted to the region for the event, and importantly, staying overnight and spending while in region for the event. Successful applicants will be expected to provide evidence of this following the staging of the event.

Applicants must neither canvass nor lobby Councillors/ Council staff about their funding applications during the application and assessment process.

NOTIFICATION OF OUTCOME

Applicants will be advised of the outcome of their application via an email from Council's online grants platform, SmartyGrants. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.

Decisions are final and cannot be appealed. Applicants may write to Council to seek clarification if they believe that their application was incorrectly assessed.

Payment will be made to the successful organisation's bank account via direct deposit on completion of a new creditor form, supplying a tax invoice including Council's Purchase Order Number.

GOODS AND SERVICES TAX & ABN

If an Australian Business Number (ABN) is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request. If a Statement by a Supplier Form is not supplied, Council will be required to deduct 46.5 per cent of the approved grant for remittance to the ATO.

REPORTING AND ACQUITTAL

All grants must be acquitted. As a minimum, the evidence listed below will be required on completion of the event.

- a fully complete acquittal form via the online grants portal no later than 6 (six) weeks after the conclusion of the event
- evidence of the acknowledgement of Council's funding support, and
- financial documents such as receipts and invoices for payment of items funded under the grant.

Eligibility for future grants will be affected by applicants who do not acquit as per Council guidelines.

ACKNOWLEDGEMENT REQUIREMENTS

As a condition of funding, all grant recipients are required to publicly acknowledge Council's support in line with the level of funding received. Evidence of this acknowledgment will be required in the funding acquittal. The following acknowledgment is required for the Regional Events Program:

- Scenic Rim branded signage placed in prominent position throughout the event site
- verbal acknowledgement from MC, compere
- online acknowledgement on social media platforms, event website with prominent placement of Scenic Rim Regional Council and Visit Scenic Rim logos, and
- a site provided free of charge within event zone for Visit Scenic Rim marquee.



SUPPORTING MATERIAL

Applicants are encouraged to attach the following documents to support their application:

- Full event proposal outlining the significance of your event (template available)
- Public Liability Certificate of Currency
- Event Management Plan including the detailing of the event site, and
- Risk Management Plan

(Examples can be found at whatsonscenicrim.com/page/event-resources)

LODGING YOUR APPLICATION

All applications for the Regional Events Program must be lodged via Council's online grants platform, SmartyGrants. A link to the online application form and eligibility criteria can be found on Council's website scenicrim.qld.gov.au/grants-funding-awards/regional-events-grants-program

If you do not have a computer or access to the internet, please visit one of the Scenic Rim Libraries to use a computer or to access free internet.

All applicants will receive an automatic acknowledgement from Council upon submission of the application through SmartyGrants.

PRIVACY STATEMENT

Any application for grant funding to the Scenic Rim Regional Council results in Council collecting your personal information in order to assess your application for eligibility, to establish a digital presence of your information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or we are required to by law. Your personal information is handled in accordance with the Information Privacy Act 2009.





FURTHER INFORMATION

For information and support with funding applications, the event management templates or assistance with planning your event, please contact Council's Regional Events Team on **07 5540 5111** or regionalevents@scenicrim.qld.gov.au.

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