The Shire of Serpentine Jarrahdale’s Community Funding Program aims to extend the community’s capability in conducting events and activities, creating opportunities and developing strong partnerships. The Shire of Serpentine Jarrahdale recognises the value provided by local community groups and not-for-profit organisations in delivering events and activities that contribute to a liveable, sustainable and vibrant Shire.

# Purpose

The Major Events Grant supports local community organisations to apply for funding to hold a community, sporting or cultural event in the Shire, where the event is of significance to the Shire of Serpentine Jarrahdale community and / or draws both residents from the Shire, the Peel Region and surrounds.

Events should deliver community benefits, consistent with the following principles:

* Promote a sense of community and inclusion across the Shire of Serpentine Jarrahdale
* Celebrate cultural diversity and heritage
* Encourage residents to be healthy, active and engaged in community life
* Encourage the development of locally led and delivered projects and activities
* Support the delivery of high quality projects in line with Shire plans and objectives

The Council Policy that is relevant to this grantis 5.1.7 - Community Funding.

**Assessment and Timeframe**

Your application will be assessed over a range of criteria. Please ensure you include as much detail and evidence as possible within your application to demonstrate the importance of your event. You are also encouraged to include any other supporting documentation that demonstrates the value of your event, regardless of whether this is requested or specified on the application form.

Do not assume that the assessment panel is familiar with your organisation or the event itself. The information in your application should be presented as if it were being seen for the very first time with no context to your organisation or proposed event.

You must ensure there are at least three (3) months between the closing date of the grant round to the start of your event to ensure there is enough time for you to receive notification of the outcome of your application.

**Before Commencing Your Application**

Council Policy [5.1.7 - Community Funding](https://www.sjshire.wa.gov.au/documents/424/council-policy-community-funding)and the Major Events Grant Guidelines must be read prior to starting your application.

It is strongly recommended that you also discuss your application with a member of the Shire’s Community Development Team prior to submission. If elements of your application have not been addressed or the requested attachments are not supplied, your application may be deemed ineligible or deferred to the next round. This may impact on your ability to deliver the event within your timeframe.

You can also request a review of your application before submission. Completed drafts must be submitted no less than two weeks before the grant round closing date.

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| Officer you’ve spoken to about this application: |

**1. Organisation Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name |  | | | |
| Postal Address |  | | | |
| Contact Person |  | | Position |  |
| Phone |  | | Email |  |
| Are you registered for GST? | Yes  No | ABN |  | |
| 1.1 Is the organisation incorporated? | Yes – Certificate of Incorporation attached.  No – Please state the name of your Auspice organisation below and attach an Auspice Information Form.  Auspice Organisation: | | | |
| 1.2 Are you a membership based organisation?  Yes - How many local members do you have?  No - How many Shire residents are expected to benefit from your event? | | | | |
| 1.3 Does your organisation have a Strategic Plan?  Yes - Strategic Plan attached.  No – Other evidence of how this event aligns to the long term objectives of the organisation is attached. | | | | |

**2. Event Details**

|  |  |
| --- | --- |
| Event Name |  |
| Event Date/s |  |
| Location / Venue |  |
| *Where the selected venue / location is a Shire of Serpentine Jarrahdale facility or reserve:*  Have you confirmed the availability of the venue / location for your selected date/s by completing and returning to the Shire a *Casual Hire of a Facility / Oval Application Form*?  Yes – Please include the total cost of the hire fees in your budget details (Question 7) and indicate whether you are requesting financial support from the Shire to cover the costs of this booking. Note: Funding is not available for any bonds that apply.  No – A *Casual Hire of a Facility / Oval Application Form* must be completed and returned prior to submitting your Major Events Grant Application. Please contact [bookings@sjshire.wa.gov.au](mailto:bookings@sjshire.wa.gov.au) for further information.  Not Applicable | |
| Expected Total Attendance |  |
| Target Audience |  |
| 2.1 Which Council Priority Area does your event align with (check all that apply):  People – A connected, thriving, active and safe community.  Place – A protected and enhanced natural, rural and built environment.  Prosperity – An innovative, commercially diverse and prosperous economy.  Progressive – A resilient organisation demonstrating unified leadership and governance. | |
| 2.2 Briefly describe the activities and format of your event. | |
| 2.3 What are the objectives and expected outcomes for this event? | |
| 2.4 How will you evaluate and measure the success of this event? | |

**3. Community Benefit and Support**

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| 3.1 How will the event benefit the Shire of Serpentine Jarrahdale community? |
| 3.2 What steps will you take to make your event accessible for all attendees including those with prams, mobility issues, impairments etc?  *For guidance refer to the Disability Services Commission’s Accessible Events Checklist.* |
| 3.3 List below any other community groups or organisations that you are collaborating with to deliver this event.  *Please attach supporting documentation confirming their commitment to the event.* |
| 3.4 What evidence do you have to show support for this event from the community?  *Attach letters of support, emails etc.* ***Note:*** *Letters / emails of support from current members of the Shire of Serpentine Jarrahdale Council will deem your application ineligible.* |

**4. Applicant Need and Benefit**

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| 4.1 How will the event benefit your organisation and any other community groups or organisations that are involved? |
| 4.2 Is this a new event for your organisation or has it been held previously? |
| 4.3 Is this a one off event? If yes, what is the ongoing benefit for your organisation? |
| 4.4 Do you have evidence to show that your organisation supports this event?  *Attach minutes of meeting, extract from Strategic Plan or other evidence.* |

**5. Applicant Capability to Deliver**

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| 5.1 Does your organisation have sufficient volunteers / members / staff to deliver the event? Please include any costs for paid positions in your budget to ensure delivery of your event.  *Provide a breakdown of roles and responsibilities.* |
| 5.2 What previous experience does your organisation have running this type of event? |
| 5.3 What is the timeframe required to effectively plan and organise this event?  *Include details of any activities, approvals, bookings etc that are already underway or complete.* |

**6. Financial Criteria**

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| --- |
| 6.1 Have you received financial support from the Shire of Serpentine Jarrahdale in the past? eg donation, sponsorship, community grant etc).  No  Yes   * What year(s) did you receive this support? * Have you successfully acquitted any previous grant allocations?  Yes  No   *Note: If you have any outstanding or overdue acquittals at the time of submission, your application will be deemed ineligible.* |
| 6.2 Do you expect to receive any in-kind support from the Shire of Serpentine Jarrahdale for this event in addition to a financial contribution?  *“In-kind” means assistance supplied with no fee charged.*  ☐ No  ☐ Yes  Select all that apply from the list below and describe the level of assistance you are seeking:  Engineered drawings (eg Site Plan)  Project management  Advertising on Shire’s website and social media  Graphic design  Other (please describe): ­­­­­­­­­­­­  *Note: It is preferred that you include a budget allocation for all items required to deliver your event (see Question 7). In-kind assistance cannot be guaranteed.*  *Note: The Shire does not develop traffic management plans or loan any equipment (eg signage, bins etc) for the delivery of events. These must be sourced by the event organiser directly and included in the overall budget for your event.* |
| 6.3 Please list any other sources of income or in-kind support you will receive and whether this support has been confirmed.  For any unconfirmed funding or in-kind support, please detail what the impact will be on your ability to deliver the event if these items are not received. |
| 6.4 Can your event proceed if the amount requested from the Shire is not granted?  ☐ Yes ☐ No  Describe the changes you would need to make and the impact on the delivery of the event if you do not receive the full amount requested. |
| 6.5 Is your organisation currently solvent?  ☐ No – Please provide an explanation:  ☐ Yes – Current bank statement attached. |
| 6.6 Do you have an overall budget for this event?  ☐ No – Please provide an explanation:  ☐ Yes - Current budget showing breakdown of expenditure, income and any projected profit attached. |

**7. Items to be Funded**

Provide details in the table below for all items required to deliver your event. For items not listed, add additional lines as required.

Each supplier must be listed separately.

Indicate which items you are requesting funding from the Shire for. **Quotes** **must be attached** for those items or they cannot be considered.

A cost must be provided against all items indicated, and if left blank are assumed to be $0/not required.

Alternative template formats are available upon request (eg Excel) if preferred.

The following items are not eligible for funding:

* The purchase of alcohol or licenses associated with the provision, consumption or administration of alcohol.
* Services / items already funded by State or Federal Governments.
* Ongoing operational costs eg utilities (electricity, gas and water), staff wages or rent.

7.1 Is your organisation registered for GST?

Yes – state value of quotes excluding GST

No - state value of quotes including GST

| **Item / Service** | **Supplier** | **Total Cost**  **$** | **Your Contribution**  **$** | **Other Sources, eg grants, donations, in kind etc** | **Amount requested from Shire**  **$** |
| --- | --- | --- | --- | --- | --- |
| Venue Hire |  |  |  |  |  |
| Licence / approval fees (eg event application, liquor licence) |  |  |  |  |  |
| Event insurances |  |  |  |  |  |
| Graphic design / development of marketing material |  |  |  |  |  |
| Printing and publication |  |  |  |  |  |
| Advertising |  |  |  |  |  |
| Merchandise |  |  |  |  |  |
| Event registration / ticketing |  |  |  |  |  |
| Traffic and parking management |  |  |  |  |  |
| Security / crowd control services |  |  |  |  |  |
| Toilets |  |  |  |  |  |
| Waste services |  |  |  |  |  |
| Catering |  |  |  |  |  |
| Signage |  |  |  |  |  |
| Event infrastructure (eg marquees, tables, chairs, staging) |  |  |  |  |  |
| Event communications (eg two-way radio hire) |  |  |  |  |  |
| Audio visual (eg PA system, stage lighting) |  |  |  |  |  |
| Lighting (eg lighting towers) |  |  |  |  |  |
| First aid services |  |  |  |  |  |
| Photography / videography |  |  |  |  |  |
| Event management (staffing, event marshalls) |  |  |  |  |  |
| Cleaning |  |  |  |  |  |
| Welcome to Country |  |  |  |  |  |
| Entertainment |  |  |  |  |  |
| COVID Event Plan requirements |  |  |  |  |  |
| **TOTALS** | | **$** | **$** | **$** | **$** |

**8. Multiple Year Funding**

For annual, reoccurring events applicants may request Council consider funding allocations for (up to) three years.

If the request is supported, acquittal reports are to be presented to Council each year for review. The subsequent years funding is dependent on Council acceptance and endorsement of the acquittal report and subject to availability in accordance with the adopted budget.

|  |  |  |
| --- | --- | --- |
| 8.1 Do you wish to request in principal multiple year funding for this event for (up to) three (3) years? | Yes | No (go to Question 9) |
| 8.2 Strategic / Business Plan for the event is attached:  ☐ Yes ☐ No (multiple year funding request will not be considered)  Note: There is no set format or template for your Plan as it will be reliant on the structure of the individual event. However, the Plan must include the following details for each year that subsequent funding is being requested for:   * Purpose, vision and mission statement. * Strategic alignment between your organisation and the event. * Key outcomes and objectives. * Target audience (including businesses, sponsors and attendees). * Event benefits and value (including feedback and/or data obtained from stakeholders at previous events). * Event marketing plan. * Anticipated year-by-year detail (including attendance numbers, venue, sponsors, dates). * Per year budget detail, including yearly funding amount requested from the Shire. | | |
| 8.3 Please state the annual amounts requested from the Shire. These amounts must correlate to the detail in your Strategic / Business Plan for the event.   * Current Application request (Year One): $\_\_\_\_\_\_\_\_\_\_\_\_\_ * Second Year funding request (Year Two): $ \_\_\_\_\_\_\_\_\_\_\_\_ * Third Year funding request (Year Three): $\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**9. Recognition of Shire Funding**

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| 9.1 Please describe how you will recognise the Shire for the funding requested.  *Note:* *Evidence of recognition will be required as part of the Acquittal Report.* |

**Attachments**

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| --- |
| 1.1 - Certificate of Incorporation  1.1 - Auspice Information Form |
| 1.3 - Strategic Plan  1.3 - Other evidence showing how this event aligns to the long term objectives of the organisation. |
| 3.4 – Evidence from the community showing support for this application.   * List each attachment below: |
| 4.4 – Evidence from the organisation showing support for this application. |
| 6.5 - Current bank statement showing the organisation’s solvency. |
| 6.6 – Current budget showing breakdown of expenditure, income and any projected profit. |
| 7.1 – Quotes for each item that funding is being requested from the Shire for.   * List below who each quote is from: |
| 8.2 – Strategic / Business Plan for the event. |
| Other supporting evidence, eg Sponsorship prospectus, event program / flyer etc   * List each attachment below: |

**Declaration**

|  |  |  |
| --- | --- | --- |
| **This section must be completed by the incorporated body applying for the grant or the nominated auspice organisation.**  I hereby certify that I have been authorised by (***organisation name***) to submit this application and understand it is subject to the conditions outlined in the Policy and Guidelines.  I agree that the information contained herein, to the best of my knowledge is true and correct.  I understand that the Major Events Grant round is a competitive process, and any decision by the Shire of Serpentine Jarrahdale is final and is not subject to an appeals process.  I agree on behalf of my organisation that if our application is successful that the funds will be expended according to the details given in the application. No variation is permissible.  I understand there is a separate Public Event Application process that must be followed once I am ready to progress with hosting the event. I will submit my Public Event Application at least eight (8) weeks before the event date and will contact the Shire’s Events Officer prior to this to discuss my event.  Where successful, I agree on behalf of my organisation that an acquittal will be completed within six (6) months of the event being completed, to the satisfaction of the Shire. The acquittal will also detail how the Shire of Serpentine Jarrahdale has been acknowledged for their support. | | |
| **President / Principal Name:** |  | |
| **Signature:** | | **Date:** |

**How to submit your application**

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| The application with all attachments must be submitted no later than 5.00pm on the last business day of the funding round closing date. |
| **Email to:** [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)  **Subject line:** Major Events Grant Application – *Name of event* |
| **In person or post:**  Att: Events Officer  Community Development  Shire of Serpentine Jarrahdale  6 Paterson Street, Mundijong WA 6123 |