

Major Event Grant Application Form

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 initiatives that contribute to a liveable, sustainable and vibrant Shire.

Purpose

The Major Event 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 relevant to this this grant is **5.1.7 - Community Funding**.

Application Information

Please be aware that Council Policy 5.1.7 and the associated Major Event Grant Guidelines must be read prior to starting your application.

Your application will be assessed over a range of criteria. Please include as much detail and evidence as possible within your application, to demonstrate the importance of your project/activity and reason for required financial support.

Major Event Grant Application Form

Organisation Details

Organisation Name			
Postal Address			
Contact Person		Position	
Phone		Email	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN	
Are you incorporated?	<input type="checkbox"/> Yes – Certificate attached		Incorporation Number
	<input type="checkbox"/> No – please state the name of the Auspice Organisation and complete an Auspice Information Form Name: _____		
Are you a membership-based organisation? <input type="checkbox"/> Yes How many local members are in your group / organisation? _____ <i>Evidence demonstrating support from your group/organisation is required.</i> <input type="checkbox"/> No How many local residents are expected to benefit from your event? _____			
Does your organisation have a Strategic Plan? <input type="checkbox"/> Yes Please attach a copy of your Strategic Plan <input type="checkbox"/> No Evidence of how this grant aligns to long term objectives of your organisation will be required			



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1. Event Details

Please allow at least three (3) months post grant round closure for notification of outcome.

Event Name			
Event Location			
Start date		End date	
Expected attendance		Target audience	
<p>Which Council Priority area does your project align with (check all that apply):</p> <p><input type="checkbox"/> People – A connected, thriving, active and safe community.</p> <p><input type="checkbox"/> Place – A protected and enhanced natural, rural and built environment.</p> <p><input type="checkbox"/> Prosperity – An innovative, commercially diverse and prosperous economy.</p> <p><input type="checkbox"/> Progressive – A resilient organisation demonstrating unified leadership and governance</p>			
<p>Briefly describe the activities and format of your event.</p>			
<p>What are the objectives and expected outcomes for this event?</p>			
<p>How will you evaluate and measure the success of this event?</p>			

2. Community Benefit and Support

2.1 How will the event benefit the Shire of Serpentine Jarrahdale community?
2.2 What measures will you take to ensure the event is accessible for all people, including people with a disability? <i>Download the Access and Inclusion Checklist for more info.</i>
2.3 Are you collaborating with any other community groups or organisations to deliver this event?
2.4 What evidence do you have to show support for this event from the community?

3. Applicant Need and Benefit

3.1 How will the event benefit your organisation / event partners?
3.2 Is this a new event for your organisation or has it been held previously?
3.3 Is this a one off event? If yes, what is the ongoing benefit for your organisation?
3.4 Do you have evidence to show that your organisation supports this event, eg minutes of meeting?

4. Applicant Capability to Deliver

4.1 Does your organisation have sufficient volunteers / members / staff to deliver the event? Please provide a breakdown of roles and responsibilities.

4.2 What previous experience do you have running this type of event?

4.3 What is the timeframe required to effectively plan and organise this event? Please include any requirements that are already underway or complete.

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5. Financial Criteria

5.1 Have you received financial support from the Shire of Serpentine Jarrahdale in the past? (donation, sponsorship, community grant etc).	
<input type="checkbox"/> No – <i>Please proceed to next question</i>	
<input type="checkbox"/> Yes	What year(s) did you receive this support?
	Have you successfully acquitted any previous grant allocations? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that if you have outstanding or overdue acquittals, your application will be ineligible.

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" refers to assistance supplied for the event with no fee charged.	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes – select as applicable below	
In-kind support (tick all that apply)	
<input type="checkbox"/> Use of equipment or machinery	
<input type="checkbox"/> Officer time	
<input type="checkbox"/> Engineered drawings	
<input type="checkbox"/> Project management	
<input type="checkbox"/> Advertising on Shire's website and social media	
<input type="checkbox"/> Graphic design	
<input type="checkbox"/> Other:	
Please list any other sources of income or in-kind support for the event in the table below. Please also attach your most recent bank statement to demonstrate organisation's solvency.	
5.4 Can your project proceed if the amount requested is not granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What impact would a reduced amount of funding have? _____	



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6. Items to be Funded

Please attach a copy of your overall budget for this event.

List the items below that you are requesting funding for. Quotes are to be attached for each item listed, noting that 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.

Item Description	Total Cost \$	Organisation's Contribution \$	Other (grants, donations etc)	Amount requested from Shire \$
Eg Signage	3000.00	2000.00	500.00	500.00
Total (GST exclusive)	\$	\$	\$	\$

Total Cost of Event (GST exclusive)	\$
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Total Grant Amount Requested (GST exclusive)	\$
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Total Amount Contributed by your Organisation (GST exclusive)	\$
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Are you requesting a financial commitment for this event for (up to) three years? <i>Conditions apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7. Recognition to the Shire

Please outline the recognition you will provide to the Shire for the funding requested.

Please note that evidence of recognition listed will be required as part of the final acquittal.

Attachments / Application Checklist

<input type="checkbox"/> Group based in/relevant to Shire of Serpentine Jarrahdale	
<input type="checkbox"/> Where successful, agree the event will be completed within the current financial year (including submission of acquittal within 3 months of event completion)	
<input type="checkbox"/> Previous grants received from Shire of Serpentine Jarrahdale have been acquitted	

All sections of the form have been completed	<input type="checkbox"/>
Event has been discussed with the Shire's Events Officer	<input type="checkbox"/>
Certificate of Incorporation attached	<input type="checkbox"/>
Auspice Agreement Form attached (if applicable)	<input type="checkbox"/>
Strategic Plan attached	<input type="checkbox"/>
Quotes attached for each item funding is requested	<input type="checkbox"/>
Minutes attached showing resolution / support for the decision to apply for the grant	<input type="checkbox"/>
Evidence attached (letters, emails etc) showing support from other community groups / organisations	<input type="checkbox"/>
Copy of Certificates of Currency for Public Liability Insurance and Volunteer Workers Insurance attached (both must be valid for the event date)	<input type="checkbox"/>
Most recent bank statement is attached (to determine organisation's solvency)	<input type="checkbox"/>
Event Budget attached	<input type="checkbox"/>

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Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.

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 Event 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 on the application. No variation is permissible.

I understand there is a separate Event Application process that must be followed once I am ready to progress with hosting the event. I will submit my 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 application.

Where successful, I agree on behalf of my organisation that an acquittal will be completed within three (3) 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:

PLEASE SUBMIT YOUR COMPLETED APPLICATION, INCLUDING ATTACHMENTS, BY EMAIL, POST OR IN PERSON, NO LATER THAN 5.00PM ON THE LAST BUSINESS DAY OF THE FUNDING ROUND CLOSING DATE

Email: **info@sjshire.wa.gov.au**
Community Development

In person Shire of Serpentine Jarrahdale
or post: 6 Paterson Street
Mundijong WA 6123

