

# Major Event Grant Guidelines

## Purpose

The Major Event Grant program supports local community groups and organisations to deliver 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.

Previous major events that have been supported by the Shire include:

- SJ Food & Farm Fest.
- Jarrahdale Log Chop and SJ Lions Country Fair.
- Byford Multicultural Festival.

## Before Commencing Your Application

**Council Policy 5.1.7 - Community Funding** must be read prior to starting your application.

You must 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, all or part of your application may be deemed ineligible or your application may be 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 for review no less than **two weeks** before the grant round closing date.

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.

## Eligibility

The Major Event Grant is open to the following entities who have their primary place of residence within the Shire of Serpentine Jarrahdale Local Government Area (LGA):

- local registered not-for-profit organisations; and
- local incorporated community groups.

**Other external organisations and groups** can only apply if they can demonstrate that the event will substantially benefit residents of the Serpentine Jarrahdale LGA.



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**Non-incorporated organisations** can only apply on the condition that the application is auspiced and administered by an eligible incorporated local community group.

**School P&C's** can only apply where the event has a clear, demonstrated broad community benefit that extends beyond the school community.

**Religious groups and organisations** can only apply for funding towards community based events.

The following applicants are not eligible to apply:

- Applicants whose event date is after the notification of the outcome, ie retrospective funding.
- Applicants who have any outstanding funding acquittals due.
- Applicants whose event has already been financially supported by the Shire via an alternative grant category or other community contribution process in the same financial year.
- Religious groups and organisations whose event is a religious specific activity.
- Corporate and commercial entities.
- Political parties or groups.
- State and Federal Government organisations.
- Schools.

The following items will not be considered for funding:

- The purchase of alcohol or licenses associated with the provision, consumption or administration of alcohol.
- General operating costs eg utilities (electricity, gas and water), staff wages or rent.

Letters / emails of support from current members of the Shire of Serpentine Jarrahdale Council will deem your application ineligible.

## Available Funding

Grants between \$5,000 and \$20,000 (ex GST) are available per financial year.

Applicants may make only one application to this grant category per financial year.

Funding can be requested for up to a three (3) year period for the same annual event, subject to the following conditions:

- Submission of a suitable Acquittal Report within the required timeframe.
- Endorsement of the Acquittal Report by Council to confirm the release of the subsequent years funding (and subject to availability in accordance with the adopted budget).

## Acquittal Reports and Subsequent Year's Funding

An Acquittal Report must be submitted within six (6) months of the event date. If it is not received within this timeframe, your funding will be withdrawn and a debtor's invoice may be issued against you in the instance that you have already claimed the funds.

Acquittal reports must be submitted using the prescribed form and outline key aspects of the event, including but not limited to attendance numbers, benefits to the organisation, community outcomes, income and expenditure. You must retain all receipts for expenditure and submit these with the acquittal report.



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Acquittal Reports will be submitted to Council each year for review. Any request for subsequent years funding is dependent on Council acceptance and endorsement of the Acquittal Report and is subject to availability in accordance with the adopted budget.

## Application Timeframes and Process

The Major Event Grant will be open twice a year: February and July.

Closing dates for applications are as advertised on the Shire website.

Applications will be assessed by a panel of Shire Officers across a range of criteria and a report with recommendations will be presented to Council for consideration.

Applicants must allow **a minimum of three (3) months from the round closing date** for applications to be processed and notifications issued regarding the outcome of the application.

All decisions are final and not subject to an appeals process.

## Funding Conditions for Events in Shire Facilities

A successful grant application does not indicate all approvals associated with your event are complete. You must follow the Shire's prescribed [Public Event Application process](#) in order to host your event.

Where the use of a Shire owned facility or reserve is required as part of your event, you must [book this facility](#) through the prescribed Shire processes and pay the hire fees and bond in full.

The hire fee costs for Shire facilities may be included as a funding item in your grant application. Retrospective fee waiver requests will not be considered.

## Links to Further Information

- Council Policy 5.1.7 - Community Funding
- Application Form, Auspice Information Form, Acquittal Report
- Opening and Closing Dates
- Public Event Application Process
- Facilities and Sports Grounds for Hire
- Other Shire Grants and Funding Opportunities

## Contact Details

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