

# Regional Community Events Grant 2023-2024



**Funding Guidelines**  
Hindmarsh Shire Council's vision is to be a connected, inclusive and a prosperous community

## Background

Hindmarsh Shire Council has allocated \$30,000 in the 2023/2024 budget to provide funding for Regional Community Events within Hindmarsh Shire. The aim of this funding is to support community events which celebrate culture, heritage and community wellbeing, boost the economy and increase visitation to Hindmarsh Shire. Grant recipients will be able to apply for funding of up to \$7,500 (made up of cash and in-kind determined by Council) for their event if they meet the eligibility and selection criteria.

## Eligibility

Applications must meet the following criteria in order to be eligible for a Regional Community Events Grant:

**All applications must:**

- Be holding the event within Hindmarsh Shire and supported by a committee/organisation based within Hindmarsh Shire
- Have relevant followed and obtained any relevant permit processes/liquor licences and comply with all relevant regulations and council requirements.
- Be an incorporated not for profit organisation based in Hindmarsh Shire
- Have public liability insurance and complete a risk assessment for the event seeking funding
- Be an event open to the public, and also be inclusive and accessible for everyone

## Ineligibility

Applications by, or for, the following purposes will not be eligible for funding:

- Any organisation that is not located within Hindmarsh Shire or supported a committee/organisation based within Hindmarsh Shire.
- Any organisation owing money to council
- Private events and functions
- Events which exclude parts of the community
- Government bodies and subsidiaries (eg parents and friends)
- Events which have been held/completed (retrospective funding is not available)
- Events taking place outside Hindmarsh Shire
- Anyone who has received council funding/regional community events grant funding in the same financial year

# Regional Community Events Grant 2023-2024

## Assessment Criteria

Applications will be assessed against a set of Assessment Criteria.

- Events which will actively promote Hindmarsh Shire and deliver community and/or tourism, visitor and economic outcomes
- Events which encourage partnerships and collaborations between groups and businesses within Hindmarsh Shire
- Compliance with council and other authority requirements (eg permits, traffic management plans, insurance)
- Have an event management plan and budget
- Provide evidence of community support and community engagement
- Events which celebrate cultural, heritage, and community wellbeing
- Be willing to sign a funding agreement, acknowledgements, reporting, photos, media releases, testimonials.

### **Applications will need to Include:**

#### **Event details**

- Event Overview/Event Management Plan
- Marketing and promotions plan
- Completed Budget
- Risk Assessment
- Proof of insurance and permit applications/approval

#### **Funding Details-How will the funding be used**

- How will the event be funded, including quotes
- Requirements of council (in-kind contribution) eg waste collection, road closure
- signs

#### **Applicants Details**

- Event Manager
- Name/Address/Email/Phone

# Regional Community Events Grant 2023-2024

## Deadlines

### **Application Deadline**

Applications will be open throughout the year until all funds are exhausted. Applications need to be received one month prior to the event to allow for consideration at the next council meeting. Council will evaluate all applications based on eligibility, information provided and assessment criteria as part of their decision making.

### **Announcement of Grant recipients and distributions of funds**

Applicants will be notified on the outcome of their grant application via phone call and written confirmation following the appropriate council meeting.

Funds will be provided as follows:

- Signing of agreement 20%
- Proof of all approvals and permits granted 60%
- Completion of grant acquittal 20%

### **Grant Acquittal**

All successful grant recipients will be required to provide evidence to Council that the grant was expended in accordance with their application. A completion report template will be provided to grant recipients prior to receiving funds. The final date for acquittals will be 30 June of the financial year funding was obtained, failure to do so may hinder future funding opportunities.

### **Further Information**

If you have any queries please contact the Community Development Team, on 5391 4444 or via email [grants@hindmarsh.vic.gov.au](mailto:grants@hindmarsh.vic.gov.au).

**Applications can be submitted via the online form. Alternatively, the application form can be downloaded and completed.**

**Applications should be forwarded to the Community Development Officer via any of the below methods marked 'Application- 2023/24 'Regional Community Events Grants Program'.**

<b>Online</b>	Visit our website, or use this link: <a href="https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants">https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants</a>
<b>Email</b>	Email your application, along with all required attachments to <a href="mailto:grants@hindmarsh.vic.gov.au">grants@hindmarsh.vic.gov.au</a>
<b>In Person</b>	Hand in your printed application and attachments to any of our Customer Service Centres in Dimboola, Jeparit, Nhill and Rainbow
<b>Mail</b>	Send your printed application and attachments to: Community Development Team Hindmarsh Shire Council, PO BOX 250, Nhill VIC 3418

**Regional Community Events Grant  
2023-2024**