

Community Events Sponsorship/Grants 2023/24 Information Form

1. GENERAL INFORMATION

The aim of the Community Events Sponsorship/Grant is to increase the capacity of not-for-profit organisations /associations, clubs, or individuals/groups and local businesses to deliver an event based in the City of Bayswater which is of benefit to City residents, businesses or both. The City encourages and supports the Community Events Sponsorship/Grants funding to innovatively respond to celebrating music, art, cultural diversity and our multicultural community by supporting vibrant local events. The City also aims to maximise the use of City assets, parks and facilities, by enabling the community to deliver community-led events, developing social connections, collaborations and partnerships.

2. FUNDING AVAILABILITY

Funding provided by the City is discretionary, depending on the event, and the extent that it meets identified needs of the community. The allocation of funds is subject to annual operational budget allocations with no commitment from the City for ongoing funding.

Applicants may only receive funding from the City's Community Grants Program once per financial year. This is inclusive of the following funding streams within the Community Grants Program:

- Community Events;
- Better Bayswater;
- Capital Works;
- Donations.

Events that have also received funding through the Major Town Centres Event Grant are ineligible to apply for a Community Events Grant for that same event.

All previous grant funding received from the City of Bayswater must first be successfully acquitted before further grant application can be considered.

Funds may be spent only on approved items and activities specified in the grant application, and any alterations must first be discussed with the City's Funding Contact Officer.

Please be aware that the amount of Community Events Grants requested in each round may outweigh the available budget, therefore, not all requests may be able to be funded.

3. ASSESSMENT CRITERIA

Please check each point listed below to ensure your event meets all relevant criteria.

Eligibility criteria:

- An incorporated not-for-profit organisation/association or registered Australian business or an auspice organization or individual for a specific project which results in a defined community benefit. For example, inclusive of a social, sporting, cultural, environmental and/or charitable group context; and/or
- An individual (resident) to support a specified activity must be based in City of Bayswater or primarily benefit residents and/or the community of the City;
- Deliver an event based in the City of Bayswater of benefit to City residents;

- Provide a benefit, either directly or indirectly, to businesses within the City of Bayswater. This may include utilising local businesses for entertainment, activities, infrastructure or food stalls;
- Not have already received funding from the City of Bayswater from another one of its Community Grant Program funding streams the same (current) financial year;
- Have satisfactorily acquitted any City of Bayswater previous grant/sponsorship, funding, donation or grant allocation;
- Demonstrate the capacity and capability to successfully plan, deliver and acquit a compliant event;
- Provide a quote to the City for any equipment and/or services in excess of \$1,000, when submitting the application form;
- Be willing to provide a copy of the certificate of currency for Public Liability Insurance of a minimum value of \$20 million upon signing of the funding agreement; or be willing to attain public liability insurance to the minimum value of \$20 million upon signing of the funding agreement, if successful in receiving a grant from the City;
- Provide the City with an acquittal for Community Events Grant funding within 30 working days of event delivery, or the end of the financial year (whichever is earlier) unless agreed otherwise by the City and included in the funding agreement; and
- Consider attending a Community Up-skills Information session to support their intended grant application.

Funding criteria:

The following event eligibility criteria must be met for an event to be eligible for the Community Events Grant:

- Applicant can effectively describe the proposed community event expected outcomes;
- The proposed community event is directly linked to one or more of the City of Bayswater Strategic Community Plan aspirations, outcomes or strategies, and is of benefit to City residents;
- Event must be free to attend or be no more than a gold coin donation for City of Bayswater residents;
- Community events in public open spaces with markets and/or multicultural events, art and cultural events, movie screenings, Fringe shows, music events and Pride events will be prioritised (in alignment with the City's Cultural Plan);
- The proposed community event does not duplicate an event already available in the local area and does not clash with other City of Bayswater planned community events;
- Funding from the City is not being sought for deficit funding for organisations experiencing a shortfall of cash revenue or anticipated revenue;
- Events must adhere to the City of Bayswater Event Guidelines.

Funding will NOT be considered for:

- Fundraising events;
- Capital works and facility maintenance projects;
- Retrospective applications;
- Community events with a political campaign focus; and
- Travel, accommodation costs or any costs associated with the local, national or interstate representation of any programs, projects and services considered the responsibility of other government departments, individuals and private-for-profit groups.

4. TIMELINE

Once applications close, the City will take up to 45 working days to assess all applications received. In the event that this timeframe be extended, applicants will be informed in writing of the delay and revised assessment timeframe. Each applicant will be notified of their grant application outcome. Please take into account the event grant processing timeline and the promotional time line when selecting your event date.

To allow for the appropriate time for approval and promotion of the event, applications under \$5,000 must be submitted four months before the event date. If the amount requested is in excess of \$5000, then it will require Council approval which will delay the assessment. Applications over \$5000 must be submitted five months before the event date.

5. FUNDING CONDITIONS

Eligible grant applicants will be required to enter into a *Funding Agreement* with the City of Bayswater, which sets out the conditions under which the funding is being made available.

Any allocated funds not spent on the event are to be returned to the City of Bayswater before the end of the funding period.

6. ADDITIONAL INFORMATION

If you require assistance with your application, please contact the City's Funding Contact Officer on (08) 9272 0622.

7. GOODS AND SERVICES TAX FACT SHEET

• Organisations with an Australian Business Number (ABN) and are registered for GST:

These organisations will be liable to pay Goods and Services Tax (GST) on any financial assistance received from the City of Bayswater, to the Australian Taxation Office (ATO).

In this case, the Council will provide a "cached-up" amount, i.e. it will include an additional 10% for the GST.

For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100(GST inclusive).

Organisations will be asked to provide a tax invoice to the City of Bayswater, and the City will then claim the GST component back from the ATO as an input tax credit.

• Organisations that have an Australian Business Number (ABN) and are not registered for GST:

These organisations will not be liable to pay GST on any financial assistance received from the City of Bayswater, to the Australian Taxation Office (ATO).

In this case, The City will not 'cash-up' the financial assistance amount.

For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,000.

- **Organisations that do not have an Australian Business Number (ABN) and are not registered for GST:**

Will require an auspicing body.

Applicants please note: There is no expectation that previously successful organisations or events will again be successful in being awarded funding by the City in subsequent years.