



# Community Events Grant 2019/2020 Information Form

**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.**

## 1. GENERAL INFORMATION

The Community Events Grant is provided in two rounds within the financial year, generally in July and December.

The aim of the Community Events Grant is to increase the capacity of not-for-profit community groups, clubs or auspiced individuals/groups to deliver an event based in the City of Bayswater which is of benefit to City residents. The event must be directly linked to one or more of the City of Bayswater Strategic Community Plan 2017 - 2027 aspirations, outcomes or strategies.

The City encourages and supports grant funding to innovatively respond to social disadvantage, protection of the natural or built environment, community development and capacity building.

## 2. CLOSING DATE

Applications must be received by the City of Bayswater ('the City') by close of business on **4pm on Friday 10 January 2010. Late applications will not be considered.**

## 3. 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 Community Events Grant is provided twice per financial year; generally in July and December. 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 four funding streams within the Community Grants Program:

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

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 be discussed with the City's Funding Contact Officer.

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

## 4. ASSESSMENT CRITERIA

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

### Eligibility criteria:

- Be an incorporated community group or an auspiced individual/group;
- Deliver an event based in the City of Bayswater and of benefit to City residents;
- Not have already received funding from the City of Bayswater from another one of its Community Grant Program funding streams during the current financial year;

- Have satisfactorily acquitted any City of Bayswater previous funding, donation or grant allocation;
- Demonstrate the capacity and capability to successfully plan, deliver and acquit a compliant event of the proposed type;
- 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 the 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 City of Bayswater Community Upskillers 'Grant Workshop' 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 event's expected outcomes;
- The proposed 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;
- The proposed event does not duplicate an event already available in the local area and does not clash with other City of Bayswater planned initiatives; and
- Funding from the City is not being sought for deficit funding for organisations experiencing a shortfall of cash revenue or anticipated revenue

#### **Funding will NOT be considered for:**

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

#### **5. TIMELINE**

Once applications close, the City will take up to 30 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.

#### **6. 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.

A *Community Grants Program Acquittal Form* is included with the Agreement to assist applicants in meeting the requirements of reporting back to the City on the success of their event. Acquittal is required within 30 days of the conclusion of the event. No further funding applications will be considered until all previous funds have been acquitted.

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

## 7. ADDITIONAL INFORMATION

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

## 8. OTHER FUNDING

Applicants are encouraged to seek additional funding from other funding sources, as required. Below is a suggested list:

- Department of Local Government, Sport and Cultural Industries;
- Lotterywest; and
- Healthway.

## 9. 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 "cash-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.