

City of Bayswater 2019 / 2020 Community Events Grant Information Form

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1. APPLICANT KEY INFORMATION

- Please **read all the information** contained in the Community Events Grant application form;
- Ensure your application meets each of the Community Events Grant **selection criteria;**
- Ensure your application is **typed or neatly handwritten** on the application form provided; and
- Please ensure you answer all questions incomplete applications may not be considered by the City of Bayswater.

Applicants please note

There is <u>no expectation</u> that previously successful organisations or projects, will again be successful in being awarded funding by the City in subsequent years.

2. CLOSING DATE

All applications must be received by the City of Bayswater ('the City') by **4.00pm Wednesday 31 July 2019.**

Late applications will not be considered.

3. GENERAL INFORMATION AND GUIDELINES

The aim of the Community Events Grant is to support local organisations to plan and deliver a community event that the City recognises as being of benefit to a majority of its residents and is aligned to the City of Bayswater Strategic Community Plan 2017-2027 aspirations; outcomes; or strategies.

4. FUNDING AVAILABILITY

Funding provided by the City is discretionary, depending on the project. The Community Events Grant is provided twice per financial year; in July and **December**.

Funding will be provided on a once-off basis without a commitment to ongoing funding.

If applicants have already received a grant from the City of Bayswater from any one of its Community Grant Program funding streams in this current financial year, they are ineligible to apply for another round of funding from the Community Grants Program until the following financial year. In addition, all previous funds must first be successfully acquitted.

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 Event Grants requested each year may outweigh the available budget, therefore, not all requests will be funded.



5. ASSESSMENT CRITERIA

Please check each point listed in the three sections below to ensure your project meets all relevant criteria.

Funding Eligibility Criteria:

Must hold public liability insurance to the value of \$20 million and provide a copy of certificate of currency for Public Liability Insurance to the City with this application;
Provide quotes for equipment and services in excess of \$1,000 to the City with this application;
The event must be based in the City and benefit City residents;
Must not have already received funding/ grant from the City of Bayswater from any one of its Community Grant Program funding streams in this current financial year;
Have satisfactorily acquitted any City of Bayswater previous funding, donation or grant allocation;
The acquittal for this funding must be received within 30 working days of event completion or the end of the financial year whichever is earlier unless agreed otherwise and included in the funding agreement;
Can demonstrate the capacity to successfully plan, deliver and acquit a compliant event; and
Applicants are encouraged to attend a Community Upskillers Information session held twice each year

Community Event Criteria:

Applicant can effectively describe the proposed community event expected outcomes;

at the City of Bayswater, during the year of their intended grant application.

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The proposed community event is directly linked to one or more of the City of Bayswater Strategic Community Plan goals and is of benefit to City residents;



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 will not be made available for deficit funding for organisations experiencing a shortfall of cash revenue or anticipated revenue; and

I have read and understood the City of Bayswater event guidelines and can comply will all timelines as per the application form and section 6 of this form.

Projects NOT considered for Community Event Grant funding:

Fundraising events;

Capital works and facility maintenance projects;

Retrospective applications;

Community events with a political campaign focus;

Travel, accommodation costs or any costs associated with local, national or interstate representation of any programs, projects and services considered the responsibility of other government departments, individuals and private-for-profit groups; and

Any event being proposed by a group or business not covered by current Public Liability Insurance to the value of \$20,000,000.

If you ticked any boxes in this section and are still unclear of the City's funding restrictions, please contact the City's Funding Contact Officer for more information.

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6. TIMELINE

Once applications close, the City will take up to 30 working days to assess all applications received. Each applicant will be notified of their grant application outcome.

Applicants with approved grant applications may be contacted to provide further information to ensure the proposed event is compliant with the WA Event Guidelines. These requests will have specific timeframes for completion, which will need to be met by the applicant. The following documents may be requested:

- Risk Management Plan;
- Noise Management Plan;
- Traffic Management Plan;
- Parking Management Plan;
- Road Closure application;
- Site Plan; and
- Emergency Evacuation Plan.

7. FUNDING CONDITIONS

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

- Community Events
- Better Bayswater
- Capital Works
- Donations

All successful 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.

Organisations that do not have an ABN, and are not registered for GST are required to provide a completed *Statement by Supplier form*, which is available from the Australian Taxation Office.

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

Any allocated funds not spent on the agreed City funded community event are to be returned to the City of Bayswater on or before the grant acquittal timeframe.

City funding is provided with the understanding that financial assistance is on a one-off basis with no commitment to future funding.

8. ADDITIONAL INFORMATION

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





9. OTHER FUNDING

Given the set amount of funding available through the City's Community Event Grant program, applicants are encouraged to seek additional funding from other funding sources, as required. Below is a suggested list:

- Lotterywest
- Healthway
- RAC
- Financial institutions

10. 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 "cashed-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. 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 <u>not</u> 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.