

Community Events Grant 2022/23 Information Form

1. GENERAL INFORMATION

The Community Events Grant is provided in two rounds within the financial year, with the total available funds being split between the rounds.

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, businesses or both.

Due to the impacts that COVID19 has had on our community and local economy, the City of Bayswater is committed to supporting the recovery of its community and local businesses through an array of initiatives, including its Community Events Grants. The City has therefore made some amendments to its Community Events Grants criteria to ensure that priority is given to grant applications that directly or indirectly assist in the recovery of local businesses. Examples of how applicants can ensure that local businesses benefit or are included in their event, include:

- Engaging local suppliers for entertainment and activities, infrastructure and food stalls;
- Encouraging event attendees to visit businesses surrounding the proposed event site before, during and after the event takes place; and /or
- Partnering with a local business to deliver the proposed event.

2. CLOSING DATE

Applications close at 4pm on Monday 13 February 2023. 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 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.

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 a community event based in the City of Bayswater and 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 and 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 during the current financial year;
- Have satisfactorily acquitted any City of Bayswater previous funding, donation or grant allocation;
- 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 Upskillers 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 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;
- Events must fit into an event category that would require an external event application to be submitted (ie; 100+ people in attendance or moderate risk activities)
- Events with markets, movie screenings and music events will be prioritised (in alignment with the Cultural Plan and future Events Strategy.)
- Events occurring within the town centres need to apply for the Town Centre funding.
- 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.
- City of Bayswater is to be acknowledged as your 'Event Partner' in all social media, PR, promo and artwork.
- Events must be open to the public and promoted on the City of Bayswater website 'What's on' page for a minimum of 4 weeks in the lead-up to the event.

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 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 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.

If the amount requested is in excess of \$5000, then it will require Council approval which will delay the assessment.

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.

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. 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.

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.