



Events and Festivals Grant Guidelines

2022–2025

Description

The Bayside Events and Festivals Grants provide funding of up to of \$1,000 to community events and festivals. All applications must demonstrate a benefit to the Bayside community.

Eligibility

Not for profit, community organisations residing within Bayside, or providing services to residents of Bayside, are eligible to apply. All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

To be considered eligible:

- The applicant must be a not-for-profit organisation.
- The applicant must be either
 - an incorporated association or similar legal entity; or
 - auspiced by another organisation that is incorporated (or has a similar legal identity) and can manage the grant on behalf of the applicant.
- The applicant organisation (or auspicing body) must have public liability insurance that is deemed appropriate by Council's Risk Manager.
- The applicant must
 - have a membership that is wholly or significantly made up of people who are Bayside residents or ratepayers; and/or
 - submit a grant proposal that benefits the Bayside community.

Applications will not be considered if they do not meet these basic eligibility criteria. Grants will not be made to individuals.

An organisation that acts as an Auspice Organisation may also apply for a grant in its own right for a separate project. Generally, a limit of one grant will be funded per grant stream per financial year per organisation however, where

a grant application has been assessed as having a strong community benefit, additional grant applications may be considered for funding.

Projects or initiatives that meet the funding purpose of an alternative Council grant (for example Fundraising) will be referred to the more appropriate stream. Applicants are encouraged to review all of Council's available funding streams for suitability prior to submitting an application.



Applications

Applications must be made through Council's online grant management system which can be accessed through Council's webpage: www.bayside.vic.gov.au/grants.

Applicants will be required to set out details of the proposed initiative, how it benefits Bayside residents and how it meets the criteria outlined in these guidelines. Funded projects must be carried out in the financial year in which payment is made unless an extension is approved.

Applicants will be required to provide details of the nature and costs to be incurred in the form of a budget and the level and nature of other sources of financial and in-kind assistance.

Applications should be received at least four weeks prior to the start of the activity, program or event. Funding will not be approved retrospectively.

Applicants will be advised of the funding decision within four weeks of Council receiving a correctly completed and submitted application.

Assessment Criteria

Applications will be evaluated against the criteria contained in these guidelines and in accordance with the Council Grants Policy. All applications are assessed by the Community Wellbeing Team and referred to the Manager Open Space, Recreation & Wellbeing for final determination, in line with financial delegation.

All applications must demonstrate how the proposed event will benefit the Bayside community.

Applications will be assessed based on the following criteria:

- Evidence of need for initiative.
- The capacity of the initiative to encourage voluntary activity, community participation and the contribution of local groups and organisations to community life.
- The capacity of the initiative to promote community development and partnership opportunities to address community needs.
- Alignment to Municipal Public Health and Wellbeing Plan 2021—2025 objectives
- Alignment to Climate Emergency Action Plan 2020—2025 objectives

An application will be strengthened if it:

- Demonstrates longevity of the project benefits beyond the funded period.
- Directly benefits vulnerable and/or disadvantage residents
- Reaches new audiences
- Is accessible and inclusive for all members of the Bayside community

Grants will not be made:

- for recurrent funding where there is no plan for long term sustainability of the initiative.
- for initiatives deemed "business as usual" or items considered ongoing operational costs.
- for capital works including permanent structures or anything that increases the value of your facility.
- for initiatives implemented or completed prior to the application being submitted.
- for initiatives that are the responsibility of State or Federal government including those that form part of a school's curriculum.
- for initiatives that only advocate religion or faith.
- for initiatives that have already been funded through another Bayside grant program.
- to organisations that have an outstanding debt to Council or have not satisfactorily acquitted a previous grant. To check if your organisation is up to date with acquittal reports, please contact by email: grants@bayside.vic.gov.au.



Payments to successful applicants

All grant amounts payable under these guidelines are exclusive of GST. Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

Applicants will be required to provide a tax invoice from the responsible or auspicing organisation as identified on the grant application and provide an ABN or completed 'Statement by a Supplier' form for organisations that do not have an Australian Business Number.

Acquittals

Successful applicants must complete and submit to Council, an online acquittal form, within the current financial year (or prior to seeking further Council funding). Applicants that do not submit an acquittal form may not be eligible for future Council grants.

All applicants are encouraged to provide photographs (with consent) for Council to use in promoting community projects and grants.

Variations

Variations to funded initiatives, including extension requests must be approved by Council. Council officers have authority to approve variations. A project amendment request or acquittal extension request form must be completed via Councils online grant management system Smartygrants.

Definitions & Abbreviations

Term	Meaning
ABN	Australian Business Number
Acquittal	A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted.
Auspice/Auspicing body	An incorporated organisation that manages a grant on behalf of an unincorporated entity. An auspicing body is responsible for managing the funds and providing a financial report (acquittal) on the completion of a project.
Community group/organisation	A community group or organisation is defined for the purposes of the Community Grants Program as a not-for-profit group of people formed for a common purpose. It includes incorporated associations and similar legal entities. Specific eligibility requirements for applicants are included within grant guidelines.
Incorporated association or similar legal entity	A not-for-profit organisation that is legally recognised to hold assets and be involved in legal action. This will generally be under the Associations Incorporations Reform Act 2012, as a company limited by guarantee under the Corporations Act 2001 or as a non-distributing co-operative under the Co-operatives National Law Application Act 2013.
GST	Goods and Services Tax

Related documents

Policies	Council Grants Policy 2021
Strategies	Bayside's Municipal Health and Wellbeing Plan 2021 – 2025 Climate Emergency Action Plan 2020 – 2025

For assistance with applications please contact the Community Wellbeing team grants@bayside.vic.gov.au or phone 9599 4787.

Please note: This guideline is current as at the date of approval. Refer to Council's website (www.bayside.vic.gov.au) to ensure this is the latest version.

