

# Community Event Support Grant Guidelines

<b>Grant</b>	Community Event Support Grant
<b>Application Details</b>	Applications must be submitted by SmartyGrants

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## Contents

<b>1. Community Grant Introduction .....</b>	<b>3</b>
Grant Introduction.....	3
<b>2. Definitions .....</b>	<b>3</b>
<b>3. Objective of the Grant .....</b>	<b>3</b>
<b>4. Grant amount and grant period .....</b>	<b>3</b>
Grant Amount.....	3
Grant/Project period .....	4
<b>5. Eligibility activities .....</b>	<b>4</b>
<b>6. Ineligible activities .....</b>	<b>4</b>
<b>7. Eligibility criteria.....</b>	<b>4</b>
Who is eligible? .....	4
<b><i>Social</i> .....</b>	<b>4</b>
<b><i>Economic</i> .....</b>	<b>5</b>
Who is not eligible? .....	5
<b>8. How to apply .....</b>	<b>5</b>
Attachments to the application.....	5
How to submit an application .....	5
Contact Officer .....	5
<b>9. Assessment Process .....</b>	<b>5</b>
Grants Assessment .....	6
<b><i>Stage One</i>.....</b>	<b>6</b>
<b><i>Stage Two</i> .....</b>	<b>6</b>
Financial capability .....	6
Risk .....	7
<b>10. Notification of application outcomes.....</b>	<b>7</b>
<b>11. Successful grant applications .....</b>	<b>7</b>
Funding agreement .....	7
Payment of the grant .....	7
Reporting Requirements.....	7
City Evaluation .....	7
<b>12. Conditions of Grant Application .....</b>	<b>8</b>
No obligation to enter into Agreement .....	8
What the City may do .....	8
Ownership of documentation .....	8
Canvassing of councillors or Officers .....	8
Conflicts of interest.....	8

# 1. Community Grant Introduction

## Grant Introduction

These guidelines contain information about the Community Event Support Grant.

- The purpose of the grant is to assist non-profit recreation clubs and community groups to conduct community-based events that demonstrate significant benefit to the local community by encouraging participation, engaging local business and adding vibrancy to the City of Mandurah.

You must read these guidelines before filling out an application.

## 2. Definitions

Below is a summary of some of the important defined terms that may be used in this Grant Guidelines:

Attachments	The documents you attached as part of your Application
City	City of Mandurah as the organisation responsible for issuing this Grant.
Grantee	The person or persons, corporation or corporations who is accepted by the City of Mandurah, including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Deadline	The deadline for lodgement of your Application
Application	Your Grant Application
Grantor	City of Mandurah
Grant Guidelines	This document

## 3. Objective of the Grant

The objectives of the Community Event Support Grant

Objectives include:

- Assist non-profit recreation clubs and community groups to plan and deliver community-based events that demonstrate significant benefit to the local community by encouraging participation, engaging local businesses and adding vibrancy to the City of Mandurah.

## 4. Grant amount and grant period

### Grant Amount

The amount of funding available is up to \$3,000.

Grants will be available until all funds (total amount annual pool of \$30,000) are exhausted or as otherwise advised by the City.

## Grant/Project period

The Grant will be opened for the first round of this financial year on 1 July. The round will be open until 6 August 2022, with a competitive assessment being done once the round has closed. Applicants are encouraged to provide the City with as much information as possible to ensure the best outcome.

Round 2 of the Community Event Support Grant will open 1 September and will close 6 October 2023.

The Grants must be Acquitted in accordance with Funding Agreement.

## 5. Eligibility activities

The grant funding can be used for the following:

- First Aid
- Promotion and advertising
- Traffic management
- Waste management (bins)
- Portable toilets
- Shade shelters and temporary infrastructure
- Venue hire fees for City of Mandurah facilities, parks and reserves
- Security

## 6. Ineligible activities

The grant funding cannot be used for the following:

- Wages and other staff / volunteer costs
- Office supplies and other stationary
- Administration costs
- Cleaning costs

## 7. Eligibility criteria

### Who is eligible?

Applications must meet the eligible criterion:

- Eligible organisations must be not for profit organisations located within the City of Mandurah.
- Event for which funding is sought must be above and beyond the clubs' / groups' normal operating activities.
- Event needs to be staged in a public space / City owned facility.
- A maximum of one (1) event per year per organisation / group will be considered within the financial year period (1 July – 30 June).
- Event must provide significant benefit to the local community and businesses.
- Event must align with the City of Mandurah Strategic Community Plan in one or more of the following areas:

#### **Social**

- Facilitate opportunities that promote community led initiatives and build local capacity and capability.

- Promote a positive identity and image of Mandurah and the contributions of its youth.
- Provide a range of social, recreational and cultural experiences for out residents and visitors to enjoy and take pride in.

#### **Economic**

- Actively partner and engage with business and industry to build Mandurah's entrepreneurial capacity and capability.
- Leverage partnerships with key stakeholders to achieve improved economic outcomes with due consideration to environmental impacts.

### **Who is not eligible?**

An Application will be rejected without consideration if:

- The Applicant is a for profit organisation.
- The Applicant is located outside of the City of Mandurah.
- The Applicant has previously received funding under this Grant program or another City of Mandurah Grant program for the same project within the same financial year (1 July – 30 June).

## **8. How to apply**

### **Attachments to the application**

The following documents must be attached to your application:

- Copies of quotes from suppliers/consultants in relation to the funding application

Applicants must note that references and letters of support cannot be obtained from City employees, the Mayor or Councillors.

### **How to submit an application**

Applications must be submitted electronically via SmartyGrants, with applicants completing the questions and attaching documentation as required.

### **Contact Officer**

Louise Boardman

[Eventsteam@mandurah.wa.gov.au](mailto:Eventsteam@mandurah.wa.gov.au)

08 9550 3840

## **9. Assessment Process**

Applications will be assessed competitively against other applications received in the same round. The more detailed and specific the application the better the chance of a successful grant. Consider including letters of support, letters of engagement, quotes from local businesses etc.

## Grants Assessment

The process for grants assessment is below:

### Stage One

Applications will be initially reviewed by the City to ensure the application meets the eligibility criteria. Applications that do not meet the eligibility may be set aside at this stage. The City may request additional information from the applicant during this phase.

The initial grant assessment ensures that the application meets the eligibility criteria, and will address the following matters:

- Application meeting the eligibility criteria;
- Application for an eligible activity or program; and
- Application responded to all questions and provided attachments as requested.

### Stage Two

Applications that meet the eligibility criteria will be referred to an internal Grants Assessment Panel and assessed once the round has closed. The City may request additional information from the applicant during this phase. Applicants will be notified of the outcome within 10 days of the round closing.

Eligible Applicants will be assessed against the ability to address and meet the Grant Objectives and Criteria, including but not limited to:

- a) Alignment to the City's Strategic Community Plan
- b) Community and local business benefits
- c) Event sustainability
- d) Marketing and promotion

The City will also assess each application based on financial capability and risk as set out below.

### Financial capability

The City may have access to and give consideration to:

- a) any financial risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by an external agency or suitably qualified City financial officer; and
- c) any information produced by the Bank, financial institution, or accountant of an Applicant.

so as to assess that Applicant.

Applicants may be required upon request to provide to the City (or its nominated agent) all such information as the City reasonably requires to satisfy itself that Applicants are financially viable and have the financial capability to provide the Project for which they are applying and to otherwise meet their obligations under any proposed Agreement.

The City reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality.

- a) The financial assessment will be treated as strictly confidential.

## Risk

The City reserves the right to reject any shortlisted Applicant on the basis of presenting an unacceptable risk to the City, which may have resulted from any of the assessment methods or tools described in this document.

## 10. Notification of application outcomes

The City will endeavour to notify Applicants within two months of the outcome of their Application via the email address provided in the Application form submitted through SmartyGrants.

All Applicants will be offered an opportunity to request feedback on their Application.

## 11. Successful grant applications

### Funding agreement

Approval of funding is subject to the Applicant agreeing to reporting requirements and entering into a Funding Agreement with the City.

### Payment of the grant

Payment will be split into two (2) separate payments:

1. 70% of the grant amount will be paid upon signing of the grant agreement, prior to the event.
2. 30% of the grant will be paid post event upon receipt of the post event acquittal report being received. Post event reports are required to be submitted no later than 30 days following the date of the event.

Payments will be made on submission of a Tax Invoice to the City of Mandurah for the value of the grant, excluding GST.

The City must receive the invoice for payment prior to the 30 June 2023. If an invoice for payment is not received by this date, the grant approval may lapse and the funding agreement terminated.

Payment will be made by the City of Mandurah within 30 days.

### Reporting Requirements

All Grant recipients will be required to submit project information to the City to ensure funds are utilised for the agreed purpose and to assist the City with collating information of the benefits associated with the Grant as a whole. All reporting requirements and timeframes will be included in funding agreements (where relevant) and include but not limited to:

- Post event report submitted no later than 30 days following the date of the event.

### City Evaluation

The City may contact the successful grant recipient up to 12 months after the completion of the project/program to obtain additional information to ensure objectives were met.

## 12. Conditions of Grant Application

### No obligation to enter into Agreement

This document is not to be construed as making any express or implied representation, undertaking or commitment by the City that it will enter into a binding agreement with any Grant Applicant.

The City may discontinue or suspend the Grant process at its sole discretion, at any point of the Grant Application or Evaluation process. The City may determine there are no suitable Grant Applicants.

### What the City may do

In addition to the above, the City reserves the right, at its discretion, to:

- reinstate or vary this document;
- repeat any stage in the document;
- include a review process as part of the document;
- supplement, modify or replace the document;
- extend the deadline;
- exclude any Application from further consideration once the City has considered it;
- decline to answer queries from an Applicant that are deemed inappropriate;
- evaluate Applicants in such a manner as the City regards appropriate;
- allow an Applicant to withdraw from this document;
- enter into a Funding Agreement in accordance with this document;
- conduct a security, probity or financial check on an Applicant for the purpose of evaluating an Application;
- rely on available information relating to an Applicant as part of the evaluation of an Applicant, including the Applicants performance under other contracts with the City;
- negotiate with an Applicant after it has been chosen as the successful Applicant or preferred Applicant; and
- take other action as the City considers, at its discretion, appropriate in relation to the process described in this document.

### Ownership of documentation

With the exception of a Grant Applicant's existing copyright and other intellectual property rights, all documents and information submitted by a Grant Applicant as part of or in support of an Application shall become, on submission, the absolute property of the City and will not be returned to the Grant Applicant at the conclusion of the grant process.

### Canvassing of councillors or Officers

If a Grant Applicant, whether personally or by an agent, canvasses any of the City's Councillors or Officers with a view to influencing the acceptance of the Application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the acceptance of such Application, the City may at its discretion omit the Application from further consideration.

### Conflicts of interest

By completing the Application, the Applicant warrants that unless otherwise stated in its Application, to the best of its knowledge at the date of submitting an Application, no conflict of interest exists or is likely to arise in relation to the Grant during the evaluation period or



(if the Applicant is awarded the Grant) during the Project period between the City and the Grantee, its employees or any proposed Sub-Contractors.

Should a conflict of interest or risk of conflict of interest arise at any time during the Assessment or Project period the Applicant must immediately notify the City in writing of that conflict of interest or risk of conflict of interest. The Applicant acknowledges that the City may, in its absolute discretion, determine that such a conflict of interest renders the Applicant's Application not eligible to continue in the process.