



## **GLENELG SHIRE** **COUNCIL NEW YEARS EVE EVENT GRANT GUIDELINES**

### **1 Purpose**

These guidelines have been established to provide a consistent and equitable grants process for individuals, community groups or businesses coordinating New Years Eve activity/events.

The Glenelg Shire Council is committed to enhancing community wellbeing. It encourages and supports a broad range of arts and cultural events, community, sporting, adult learning, social support clubs and organisations through targeted funding programs.

The aim of the New Years Eve Event Grants program is to support community organisations and small and medium-sized businesses across the Glenelg region. These grants are designed to assist with the costs associated with planning and executing New Year's Eve events that enrich the community's celebrations and create memorable experiences for residents and visitors.

Aligning with Council plans and strategies and Council Event Management Guidelines should be considered when you commence planning your project. A copy of the Glenelg Shire Council Plan and Event Management Guidelines are available online at the Glenelg Shire website.

### **2 Scope**

For the purpose of these guidelines the definition of activity/event is classed as “an event is a gathering of people brought together for a common purpose by some prearrangement. Public events come in many sizes, types, and levels of complexity” in line with Council’s Event Management Guidelines.

### **3 Guidelines**

#### **3.1 Eligibility Criteria**

- The applicant(s) is a business / organisation within Glenelg Shire.
- The activity/event planned and executed must take place within Glenelg Shire on New Years Eve.
- The activity/event aligns with the Council Plan objectives and Event Management Guidelines.
- Applicant(s) must have fully acquitted previous completed grants and have no outstanding debts to the Glenelg Shire.
- Preference will be given to activity/event(s) which are family friendly, inclusive, new, and diverse activities and support local performers/ artists, community groups and businesses.

#### **3.2 Allocation of Funds**

Council will consider applications for assistance to participate in an activity/event with grants ranging from \$200 to \$2,500 per successful applicant. Applications for assistance greater than \$2500 will not be considered by Council.

The grant funding amount available is on a minimum dollar for dollar basis by the applicant. The maximum grant program amount awarded for 2023 will be \$30,000. Council will determine the total amount of funding for the New Years Eve Events Grants Program as part of the Budget considerations each financial year.

### **3.3 Application Details**

All New Year's Eve Event Grant Applications will be required to be submitted online through the Smarty Grants Program, in line with each grant round closing and provide details as to:

- The name, address and contact details of the applicants(s).
- The activity/event to be completed in by the applicant(s); the location of the activity/event, estimated costs to be incurred in coordinating such activities/events, expected outcomes and benefits to Glenelg Shire.
- Provide a clear and detailed event plan, including budget estimates and expected outcomes.
- Upload supporting information with application, Event Risk Management Plan, Event Application and Public Liability Insurance.
- All 2023 applications must be submitted by 5pm, Sunday, November 12, 2023.

Application forms must be completed in full, and all relevant documents must be submitted to enable your funding application to be considered. Please ensure you include all financial information requested, including, where possible, written quotes and/or estimates to support the application.

To complete an application head to:

<https://glenelg.smartygrants.com.au/NewYearsEveGrants>

### **3.4 What will be funded**

- Fees for additional employment to manage event/activity i.e., local performers/ entertainment.
- Security and Safety Measures, including costs for hiring security personnel and implementing safety measures.
- Materials and other items essential to the project and/or activity i.e., equipment rented from a Glenelg Shire business.
- Venue hire costs.

### **3.5 What will not be funded**

- Applications that are not received prior to the close date.
- Activities/events that have already taken place, or do not take place on New Years Eve.
- Activities/events that have already received funding through other Glenelg Shire programs or another grant and sponsorship program.

- Activities/events coordinated by a business/organisation or located outside of Glenelg Shire.
- Activities/events that are not open to community and in line with Council's Event Management Guidelines.
- Operational expenses including ongoing operating costs for organisations, including rent, utilities, staff salaries and expenses related to obtaining the necessary insurance coverage, permits and licensing.
- Expenses for marketing materials and advertising. Council's Events Unit will support all successful grants recipients in promotion through Council channels and New Years Eve Events Program.
- Programs and activities that are primary or core service or responsibility of State or Federal Government.

### **3.6 Assessment Process**

After Council has received your application:

- Your submitted application is kept confidential. Only relevant Glenelg Shire staff will have access to your application.
- Council officers review all applications for eligibility. Ineligible applicants will not be reviewed and will be notified that their application is ineligible via email.
- Council staff will assess the application and make recommendations to the selection committee.
- The selection committee will make the final decision on each application, evaluating each application based on the event's alignment with Council objectives, the potential for community engagement, and the financial viability of the proposed event.
- An applicant meeting the eligibility criteria is not guaranteed funding. A successful applicant is not guaranteed funding to the level requested.
- All applicants will receive an email with the result of their application within four weeks following the grant round closing.
- Council's decisions are final and will not be reviewed. No further correspondence will be entered into.

### **3.7 Unspent Funds**

If the grant provided is not fully spent, the balance of funds should be returned to Council.

### **3.8 Monitoring and Accountability**

Grant recipients will be required to enter into a formal agreement with the Glenelg Shire Council, outlining the terms and conditions of the grant. Council is not responsible for under-estimate of costs by applicants.

Grant funds must be used exclusively for expenses related to the New Year's Eve event and in accordance with the submitted budget.

Grant recipients are responsible for obtaining any necessary permits, licenses, and insurances related to their event.

Successful applicants must acknowledge the support of Glenelg Shire Council in all promotional or publicity material, including event posters, social media posts and speeches.

Successful applicants must present Council in a positive manner and all events/activities must reflect well on Council.

Successful applicants must complete a post-event evaluation within two (2) months of the event/activity being held.

### **3.9 Acquittal**

Applicants will be required to complete an online Financial Acquittal Report to Council via Smarty Grants within two (2) months of the event/activity being held. Failure to comply will render the applicant ineligible for future consideration of any Council funding.

### **3.10 Recurrent Funding**

Applications for individuals and teams will be considered on an annual basis, annual contribution of funding is not guaranteed.

Preference may be given to applicants that have not previously received funding through Council grants programs.

### **3.11 Contact Information**

For further information related to the New Year's Eve Event Grant Program, head to Council's website <https://www.glenelg.vic.gov.au/New-Years-Eve-Events-Grants-Program> or contact the Events Unit at [events@glenelg.vic.gov.au](mailto:events@glenelg.vic.gov.au).