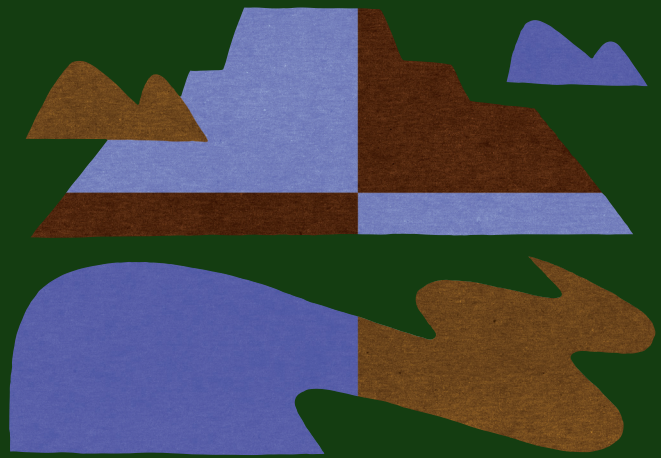




COMMUNITY GRANT AND SPONSORSHIP FUND

Three Year Event Grant Application





This document is the application form for Meander Valley Council's Three Year Event Grant.

Meander Valley Council allocates funds to help not-for-profit community groups and community organisations to deliver projects that benefit the community. The Three Year Event Grant will provide financial assistance over three years to a community group to deliver an annual event within Meander Valley. The outcomes of the event will need to align with the Community Strategic Plan (2024-2034) and be consistent with the principles of Meander Valley's Place Brand. This grant is intended to enable new events to emerge, establish and develop sustainably within our region.

Applications for these Grants are competitively assessed by and at the sole discretion of Council.

Grant funding is available as an annual payment up to a maximum of \$5,000 per year for three years (total maximum \$15,000) to applicants who meet the eligibility criteria, are successful in the assessment process and who can adequately acquit their annual funding. More information about eligibility and assessment criteria can be found in the Three Year Event Grant Guidelines, located at meander.tas.gov.au/grants-funding.

Applications must be received in Round 1 of the program by 5.00pm on 10 June.

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We strongly encourage you to discuss your application with a member of the Community Wellbeing Team before submission. Phone: 6393 5300 or email: community@mvc.tas.gov.au

Eligibility Criteria

To be eligible to apply for a Community Grant applicants must:

- Be legally incorporated or operating under the auspices of an incorporated body and/or registered with the Australian Charities and Not-for-Profit Registration Commission;
- Be inclusive in its membership and have the support of the broader community;
- Be registered in Australia for taxation purposes with an active ABN;
- Be located and/or operating in the Meander Valley local government area (LGA);
- Not be subject to any legal impediment or adverse circumstances;
- Be seeking funds to support a new event emerge, establish and develop,
- Not be applying for retrospective funding for event already delivered;
- Have obtained or are able to obtain any required permits for the proposed event.



I/we confirm that the applicant meets ALL the eligibility criteria outlined above. *(please tick)*

APPLICANT DETAILS

Organisation Name

Incorporation Number You can find this through the ASIC website via connectonline.asic.gov.au/RegistrySearch

ABN

GST registered (please tick)

☐ Yes ☐ No

Organisation Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Postal Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Contact Person

Name

Contact Number

Email Address

Outline the purpose of your group/organisation

EVENT DETAILS

Event Title

Location (within Meander Valley)

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Proposed Start Date

/

/

/

Proposed End Date

/

/

/

Total grant amount requested

\$

Total event cost

\$

Total amount of other funding secured

\$

Estimated volunteer contribution

Hours

Has a Council event notification form been completed? (please tick)

Yes

No

An event notification form can be found on and submitted through Council's website via meander.tas.gov.au/planning-your-event

Provide a brief description of the event and its purpose

Is there a specific theme and/or target audience your event will focus on or aim to attract?

How will you ensure attendance and attendance from any target audience?

How will this event build community connection and social cohesion within Meander Valley?

Outline which Strategic Direction and Strategic Actions your event will deliver on from Meander Valley’s Community Strategic Plan (2024-2034)

The plan can be found on Council’s website via

meander.tas.gov.au/assets/docs/MV_Strategic-Plan_FINAL.pdf

Estimate how many people will benefit from your event and describe why it is different to other events in Meander Valley?

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What experience and volunteer support do you have to ensure that the Event is successful and well managed?

How will new volunteers be included and be able to lend a hand?

Have you secured funding from any other sources (club funds, sponsors, other grants)? Please outline (and include in your budget section)

How do you plan for your event to be able to continue after three years without ongoing Meander Valley Council grant funding?

How does your event reflect Meander Valley’s place brand and what brand assets do you think you could use?

Place Brand information and assets can be found on Council’s website via meandervalley.com.au

Note: If your organisation is not registered as an incorporated association with CBOS under the Associations Incorporations Act (1964), you may be required to have an Organisation that is registered to auspice your grant application.

AUSPICE DETAILS *(if applicable)*

Organisation Name:

Incorporation Number You can find this through the ASIC website via connectonline.asic.gov.au/RegistrySearch

ABN

GST registered *(please tick)*

☐ Yes

☐ No

Contact Name and Position

Name	Position
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Organisation Address

Street Address line 1	Street Address line 2	Suburb
State	Post Code	

Postal Address

Street Address line 1	Street Address line 2	Suburb
State	Post Code	

Contact

Contact Number	Email Address
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A signed authorisation letter is attached by an Office Bearer of the Auspice Organisation. (The letter must include name, position, statement confirming willingness to auspice, signature and date). (please tick)

BUDGET DETAILS

Expenditure items listed must be verified with auotes attached/uploaded with this application form.

INCOME	
Grant requested from Council:	\$
Your contribution:	\$
Other funding sources:	
	\$
	\$
	\$
List in-kind contributions:	
	\$
	\$
	\$
TOTAL INCOME	\$
EXPENDITURE	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$
Note: Total income less total expenditure should equal a nil balance.	BALANCE
	\$

If full-funding is not possible will you accept part-funding and still achieve your project goals? *(please tick)*

☐

Yes

☐

No

If not successful in your application for a Three Year Event Grant would you be willing to accept an offer for a Community Grant with maximum funding of \$5,000 and be able to achieve your year 1 goals? *(please tick)*

☐

Yes

☐

No

Have you talked with a staff member to determine whether facility hire, reserve hire, any event permits or other approvals are required from Council? *(please tick)*

☐

Yes

☐

No

PROJECT MANAGEMENT

Please demonstrate your project management experience by including a project milestone outline. The milestone outline must include the proposed start and end dates and clearly state the key milestones of delivering your project, event, program or activity (e.g. form steering group, planning process, marketing, permits, registrations, delivery, evaluation).

MONTH	MILESTONE

| 9

Have you developed a risk assessment management plan? *(please tick)*
Please attach/upload.

☐

Yes

☐

No

Have you developed an emergency management plan? *(please tick)*
Please attach/upload.

☐

Yes

☐

No

Have you developed a site plan? *(please tick)*
Please attach/upload.

☐

Yes

☐

No

Do you have any additional planning documents, promotional materials, website, facebook page? *(please tick)*
Please list and/or attach/upload.

☐

Yes

☐

No

If this event is a partnership between one or more organisations or community groups, please list the other partners and their primary responsibilities.

ORGANISATION	RESPONSIBILITY

How will the success of this event be measured?

How will you promote, advertise and manage bookings for your event?

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How will you share, inform and promote the success of your event?

SUPPORTING DOCUMENTS

Additional to the information provided I/we submit the following supporting documents (please tick):

Support letters from community members, groups, organisations and/or partner organisations.

A signed certification letter by an Officer Bearer of the Auspice Organisation (if required).

Written quotations for all proposed material and service expenditure.

A risk assessment management plan.

A copy of the organisation's certificate of currency detailing the current insurance policy.

An event management plan (including a site plan).

Any additional planning documents or promotional materials.

A copy of any specific event insurance if already obtained.

DECLARATION *(This must be completed by the applicant) (please tick)*

☐ I/we declare that the information given in this application is true and accurate to the best of my knowledge. I understand that if Meander Valley Council approves a community grant I will be required to accept the terms and conditions as outlined in the conditions of funding, including:

a) that grant payments will not be made until evidence of appropriate public liability has been received;

b) the requirement to submit an evaluation and acquittal within 60 days of event completion;

c) subsequent payments will only be made after an evaluation and acquittal of the previous year's funding is approved; and

d) that our Organisation will not be eligible for a Major Project Grant from Meander Valley Council within the period of the Three Year Event Grant.

Declaration must be given by TWO representatives of the applicant organisation/group

Name (Position) _____ Signature _____

Date

Name (Position) _____ Signature _____

Date

HOW TO LODGE THE APPLICATION

Submit online via Council's website - meander.tas.gov.au/grants-funding

By email to community@mvc.tas.gov.au

Or post completed form and copies of any supporting documents to

Meander Valley Council
Attn: Community Wellbeing
PO Box 102
Westbury Tasmania 7303

Need help? If you need help completing this application form, please phone Council on 6393 5300 and ask to be put through to the Community Wellbeing Team.

Confidentiality

The Council may use and disclose the information provided by applicants for assessing applications under the program guidelines and decisions on successful applicants. Council is also required to report the name and dollar value of successful grant applications.

Governance

As part of the Council's governance process, the Council may publicise the level of financial assistance and the identity of the business recipient from the grant program.

Right to Information

Information provided to the Council may be subject to disclosure in accordance with the Right to Information Act (2009).

Personal Information Protection

Personal information will be managed in accordance with the Personal Information Protection Act (2004) and the Council's Personal Information Protection Policy. This information may be accessed by the individual to whom it relates, on request to the Council.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Council, as to the accuracy or completeness of the information it contains. Council accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document. Any person relying on this document and the information it contains does so at their own risk. Council does not accept liability or responsibility for any loss incurred by an applicant that is in any way related to the program.

