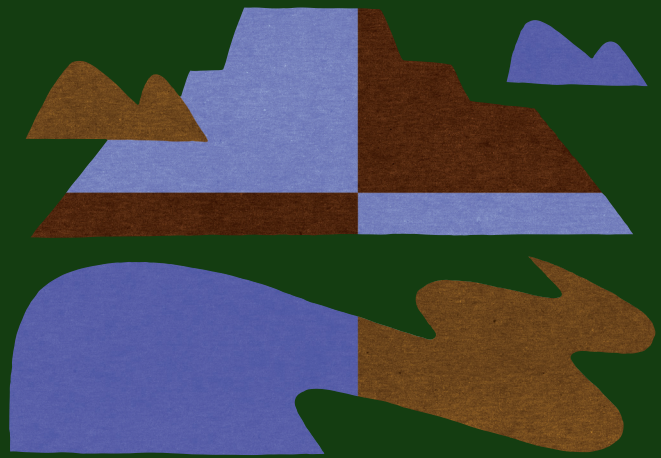




# THREE YEAR EVENT GRANT

Guidelines





## This document outlines how Meander Valley Council will assess applications for Three Year Event Grants.

We take a grounded and practical approach, ensuring projects reflect the needs and aspirations of our community. Grants are awarded to initiatives that enrich our Valley—whether by strengthening connections, supporting local organisations, or enhancing the places we call home.

Before applying, please read this document carefully. Your application must meet all specified requirements to be considered.

**This document outlines the application and assessment approach that the Meander Valley Council will apply to determine the allocation of a Three Year Event Grant.**

**Your application must be in line with all information specified in this document.**

## **What is a Three Year Event Grant for?**

- A Three Year Event grant will offer a financial assistance grant to a community organisation for the delivery of one event within Meander Valley each year over a three year period. This potentially equates to an annual payment of a maximum \$5000 each year for 3 years.
- The outcomes of the project need to align with the [Community Strategic Plan \(2024-2034\)](#) and the principles of [Meander Valley's Place Brand](#).
- This grant aims to enhance community and Council partnerships, local collaborations, build local capacity and attract new community volunteers.
- This grant endeavours to support new events to emerge, establish, and develop sustainably. It enables new events to gain experience, build reputation and create an evaluation base.
- This grant will support community organisations address local community needs and priorities, build local skills, attract participation and improve local lifestyle within the Meander Valley local government area.
- The Three Year Event Grant are part of Council's Community Grants and Sponsorship Fund to which an amount is allocated annually.

## **When can I apply?**

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- Applications are assessed once a year. You will need to submit your application in Round 1 – 10 June of the financial year.
- Applications must be made on Council's Three Year Event Grant Form, which can be completed online or downloaded from Council's website.
- It is advisable to contact a Community Wellbeing team member to discuss your project, your application, field any questions and assist you in the application process.
- Applications for a Three Year Event Grant will be competitively assessed by and at the sole discretion of the Council.

## **How much can I apply for?**

- Not-for-profit community groups may apply for a grant amount up to a maximum of \$15,000.
- This will be paid in yearly instalments (maximum \$5,000) over a three year period (totalling maximum \$15,000).
- The amount awarded will be at the sole discretion of Council having regard to the total number of applicants in the relevant round, the nature of the event, the quality of the application and the planned ongoing viability of the event.
- Payment of the Three Year Event Grant will be reviewed annually with requirement to submit an annual acquittal.

**If successful, applicants are still eligible to apply for other Community Grant and Sponsorship grants during the same financial year as long as it is for a separate project or activity.**

## Who can get a grant?

**The following eligibility requirements must be satisfied to be considered for a grant. The applicant 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;
- Not be subject to any legal impediment or adverse circumstances;
- Be seeking funds to support a new project, activity, event or program;
- Not be applying for retrospective funding for a project, activity, event or program that has already been delivered; and
- Have obtained or are able to obtain any required permits for the proposed project. Partnership applications are encouraged providing there is a clear specification describing the lead partner and relevant accountabilities.

## What are eligible projects?

**To be considered, the proposed project must:**

- Address the questions provided within the application form;
- Demonstrate links to the Meander Valley Community Strategic Plan actions;
- For ongoing projects, applicants have considered long term strategies to source alternative funding;
- Have additional funding contributions and/or in-kind investment in addition to the requested amount;
- Demonstrates community collaboration;
- Have in place a clearly stated purpose and a practical and viable plan;
- Focus on community empowerment, encouraging volunteer involvement and fostering social cohesion;
- Occur in the Meander Valley local government area;
- Not duplicate other local events; and
- Have appropriate insurance cover taken out and maintained for the life of the project and indemnify Council against any action which might be brought against the funded project.

## How are applications assessed?

**Council's Community Grants and Sponsorship Fund Committee assess applications and make recommendations to Council. Council then make decisions based on the Committee's recommendations at the ordinary meeting. The decision made will be final and not subject to review or appeal.**

**Eligibility does not automatically mean a grant will be approved.**



## Applications will be assessed on their ability to demonstrate one or more of the following:

- Demonstrates links to the Meander Valley Community Strategic Plan actions;
- The amount of secured additional funding in the project;
- The level of volunteer involvement in the project;
- Demonstrated level of community acceptance and support (e.g. letters of support);
- The potential of the project to address a community need;
- A clearly articulated plan for the event;
- Previous community event management experience;
- The extent to which the event aligns with Meander Valley's Place Brand.

**Note: Applications should provide clear responses and attach all the required supportive documentation to the application.**

Applicants will be notified by email of the outcome of their application.

## When will the grants be paid?

**After the July council meeting decision and once the successful applicant supplies all the relevant documentation as requested by Council;**

- Grants will be paid directly into the applicant's nominated bank account; and
- Subsequent payments will be made after an evaluation and acquittal of the previous year's funding is approved.

## Notification of unsuccessful applications

**Unsuccessful applications will be notified by email within 5 working days of a council meeting decision.**

**Note: Council grant recipients will be encouraged to adopt the Meander Valley Place branding to any applicable project elements including communications and promotional collateral - [Meander Valley Place Brand Guidelines](#).**

## Where do I lodge my application?

**Applications can be submitted:**

- Online via the Meander Valley Council website at [www.meander.tas.gov.au](http://www.meander.tas.gov.au)
- By email to [mail@mvc.tas.gov.au](mailto:mail@mvc.tas.gov.au)
- By mail to Attn: Community Wellbeing Team, PO Box 102, Westbury Tasmania 7303

**If you have any questions or require assistance, please contact Council on [6393 5300](tel:63935300).**

**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.

