Community Event Funding Program Guidelines

Purpose of the Community Event Funding Program
To assist community groups to enhance community life and strengthen community connections through the provision of a financial grant for the hosting of local, place based community events.

Objectives

- To support and strengthen community organisations and networks through active community participation.
- To encourage volunteering to help facilitate active, confident, resilient, cohesive and inclusive communities.
- To celebrate and connect the community.
- To assist in developing and strengthening community identity and community spirit.

Can my group apply?

All community organisations that are incorporated, not for profit and are based in the City of Kwinana are eligible to apply for funding. The project can be a partnership between two or more groups, joint projects are encouraged.

How do we apply?

All applicants will need to complete the application form which is available from the City of Kwinana or from the web pages www.kwinana.wa.gov.au
Information for Applicants

- There is a limit of one successful application per organisation per 12 month period.
- Applicants may seek assistance with the application from a relevant City of Kwinana staff member.
- Applications must include quotes for equipment or services proposed for the project.
- All applicants will be notified of the outcome of their application within one month of the allocations panel considering the applications received.
- Applicants are strongly encouraged to indicate contributions made to the project by their organization, either financial or in-kind.

Funding Conditions

- Events proposed must be compatible with the objectives of the City of Kwinana’s Place Based Community Events Fund Policy.
- The funding must be expended within the year in which it is allocated. There is no capacity to carry forward unspent funds into the next year.
- The event must occur within the specified time frame, as outlined in the application, unless otherwise approved by the City.
- Funding for events is limited to a maximum amount of $5,000 per project.
- Funds which are unspent at the conclusion of the project or activity must be returned to the City within 60 days of the completion of the event.
- Funding must be spent wholly on the project, as described in the application and funding agreement.
- Any variations to the project scope must be advised to, and approved by, the City.
- The City reserves the right to reimburse and/or withdraw funding if funding conditions are not complied with.
- Funds that remain unaccounted for, or remain unspent in the custody of the organization, must be returned to the City.
- Funds will be provided by EFT payment to the account of the organisation. No payments will be made to individuals or the account of an individual.
- The City may offer applicants an amount less than what they have applied for, and reserve the right to stipulate what aspects(s) of the project the funding may be spent on.
Acquittal Process

Organisations successful in their application for funds are to:

- Provide a completed and signed Community Events Funding Program Acquittal and Evaluation Form to the City by the date stated on the front of the form and in the Funding Agreement
- Provide copies of receipts for all items of expenditure.

Acknowledgements

Funded organisations must acknowledge funding support provided by the City of Kwinana. Copies of the City of Kwinana logo will be provided and banners can be obtained from and returned to the City of Kwinana.

The City of Kwinana is entitled to publicise financial support provided to organisations for community events. Funded organisations may be asked to provide images or feature in stories in various publications and on-line sites. Local media appearances may also be requested.

Eligibility for funding

- To be eligible for funding organisations must be Kwinana based incorporated, not for profit groups and the event must be undertaken within the City of Kwinana.
- Proof of public liability insurance to $10m must be provided.
- Projects for which funds are being sought must provide benefits for residents of Kwinana.
- Collaborative projects between multiple groups will be viewed favourably.
- Proposals should be in writing on the applicable form and should address the following:
  - A statement detailing a description of the event, including date/time, location, theme, audience, proposed activities and entertainment, etc, including the objectives of the event and the expected outcomes and benefits that will be delivered to the residents of the area in which the event will be held.
  - Demonstrated ability of the group/organisation to administer the project;
  - The events viability in terms of support from any other relevant organisations;
  - Appropriate marketing and communications acknowledgement of the City’s support; and
  - Details of other sponsors, proposed or confirmed, involved with the event.
Application Assessment

A selection panel comprised of two elected members and two officers of the City from the Community Engagement Directorate will assess applications against the stated criteria and will notify applicants of the outcome of their application within four weeks of the applications closing date.

Exclusions

Funds are not available for:

- Commercial organisations or activities
- General fundraising activities
- Denigrate, exclude or offend minority groups
- Present a danger to public health or safety
- Projects that will rely on recurrent funding from the City.
- Projects that contravene the policies of the City.
- Ongoing operational expenditure
- Previous recipients who have not fulfilled the conditions of their previous funding
- Applicants who do not complete the application correctly.
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue, or anticipated revenue;
- Recurrent salaries and recurrent operational