

# Events Grants

## FAQ's



### Definitions

<b>Activation</b>	Activations transform public spaces into vibrant places where communities gather through activities, installations, events and pop-up spaces.
<b>Acquittal</b>	Reporting on the activities and outcomes of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
<b>Auspice</b>	An agreement where an eligible organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
<b>Charity</b>	Listed on the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity. Eligible under this program.
<b>Event</b>	An event includes community and cultural celebrations, festivals, civic commemorations and art and cultural events. It also encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to some of our unique destinations. The grant does not support private or business events, regular gatherings, markets or sporting events such as Nippers.
<b>For profit company</b>	An entity registered with ASIC and operating for profit. Eligible only under the Major Events stream.
<b>Grant</b>	Cash or in-kind support provided for a specified purpose directed at achieving goals and objectives as defined in the funding agreement between Council and the recipient.
<b>Incorporated body</b>	A legal entity (organisation) whose status is registered with NSW Government Fair Trading and operates within the scope of the Associations Incorporation Act 2009.
<b>In-kind contribution</b>	An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer hourly rate. A Council in-kind contribution is where Council foregoes revenue (either in full, or a percentage) on things for which there would normally be a fee i.e. reserve bookings as approved by the relevant Council department and which are directly related to the event for which a grant is being sought.
<b>Not-for-Profit</b>	An organisation that does not operate for the profit or personal gain of its members. Any profit must be used to implement the organisation's purpose.
<b>Public company limited by guarantee</b>	An organisation that does not operate for the profit or personal gain of its members. Any profit must be used to implement the organisation's purpose.

### Do I need to have an incorporation number and ABN?

You will be required to identify how you meet the criterion of incorporation by either providing a valid incorporation number or if you are incorporated by the ACNC indicating this so that a search of their register can be undertaken by staff. An ABN is not mandatory, but should be provided if your organisation has one. The ABN will also assist in eligibility checks and should your application be successful will need to be provided as it will form part of the funding agreement and tax invoices relating to the grant.

### What do I need to know about GST?

The grant application form requests all monetary information to be exclusive of GST. If your organisation is registered for GST, and you were successful in your application for funding, then GST would be added to your grant amount at the point of invoicing. If your organisation is not registered for GST, then your grant amount would be inclusive of GST.

For example if your application is successful and your organisation is registered for GST and requests \$10,000 (excluding GST) you would submit a tax invoice for \$10,000 plus GST for a total of \$11,000.

However if your organisation is not registered for GST and requests \$10,000 (excluding GST) your invoice would be for \$11,000 with no GST component.

### What kind of approvals do I need before submitting my grant application?

A number of activities associated with events require approval from Council and other agencies such as the Police. These include but are not limited to:

- Public reserve bookings
- fireworks
- machinery/vehicle access
- musical performances
- road closure/traffic management

- community centre bookings
- waste management & cleaning
- aquatic licence
- temporary structures
- lighting
- car parking
- liquor licence
- environmental health (food related)
- Public Address systems
- power/generators
- Filming and photography

Council's website contains further information on acquiring these approvals prior to submitting your grant application. Please visit [www.northernbeaches.nsw.gov.au](http://www.northernbeaches.nsw.gov.au) and attach your application/approval to your grant application. Many of these items are covered within the Event Booking Application Form described in the guidelines.

### When will I know if my application is successful or not?

It is expected that a recommendation by the Assessment Panel will go to a Council meeting for adoption in September 2018. All applicants will be notified in writing regarding the outcome of their application for funding.

### When does my event need to occur?

All funds awarded under the Event Grants Program must be spent by 30 June 2019 however events often require a long lead time to prepare and so the window for your event to occur has been pushed out beyond the end of financial year. However your event must occur between October 2018 and March 2020 with final reporting and acquittal within 2 months of the event date.

### **Will my application be accepted if I haven't completed all the questions?**

Not all questions are mandatory, however some questions will require an answer in order for appropriate eligibility checks and assessment to be undertaken. Mandatory questions are marked within the application form with a red\*. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the merits of your event. Failure to answer a question or upload requested documentation may result in an incomplete picture and subsequent lower score.

### **My project meets more than one Priority Area for funding. Which one do I select?**

If your project addresses more than one priority area you should select all that apply to your event and describe how your event relates to the priority.

### **I received a grant, donation or sponsorship from one of the former councils for this event (Manly, Warringah, Pittwater), or from the Northern Beaches Council. Can I apply to this program to run it again?**

Yes, however, Council wishes to encourage as many new and different events as possible and spread them across the Northern Beaches. There are many established events within a local community which have been regularly occurring and should be attempting to ensure their own viability through various mechanisms rather than relying on continual Council funding. You can submit an application for previously funded events but should attempt to demonstrate how you intend to build ongoing sustainability into your planning or justify why this is not possible. An extension/new component of an existing event is also encouraged.

### **My Event is celebrating a culture, should I apply to the Community & Cultural Development Grants or the Events grants program?**

All 'events' must be submitted under the Events Grant Program. The Events Grant Program is seeking to fund a range of events from very small to very large. There are three separate and defined streams of funding within the events program with the main assessment criteria being community benefit. You cannot submit the same activity/event to the two different programs.

### **Do I have to submit my application on-line?**

Yes, you must submit your application on-line through the SmartyGrants application form. The link to this is on the Northern Beaches Council website. If you have problems accessing a computer, or need help with the online application form please contact Tessa Mullen on 9970 1170 or email [tessa.mullen@northernbeaches.nsw.gov.au](mailto:tessa.mullen@northernbeaches.nsw.gov.au).

### **I couldn't submit my application by the closing deadline – will you still accept it?**

SmartyGrants will close the grant round at 11am sharp on the closing date 6 August. You should make every effort to submit your application prior to this deadline ensuring you leave enough leeway to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question). If you have made every effort to submit your application on time and there are exceptional circumstances that prevented the submission from being accepted, please contact the Grants Coordinator immediately either on 9970 1628 or [alison.osborne@northernbeaches.nsw.gov.au](mailto:alison.osborne@northernbeaches.nsw.gov.au). If the circumstances regarding your failed submission are accepted as out of your control and unforeseen, your application may still be accepted however this window is valid only for 12 hours after closing deadline.

### **I couldn't submit my application by the closing deadline – will you still accept it? (contd)**

Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural Disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

### **How do you manage conflicts of interest?**

A conflict of interest may be declared by an applicant and/or an assessor. Any declared conflict of interest will be noted and assessed for risk factors and actual conflicts by the Grants Coordinator who will oversee the assessment process and advise the Panel on their deliberations to ensure a fair and equitable process is undertaken. The Grants Coordinator will review and determine if there is an actual conflict and advise an appropriate course of action. Declaring an actual or perceived conflict of interest will not necessarily impact on the success or otherwise of your funding application.

### **Can my organisation submit more than one application?**

Yes, you can submit more than one application if you have more than one eligible event under this grants stream. Every application will be assessed on its merits against the assessment criteria. You cannot submit the same event to two different Council grant streams.

### **What does Risk Assessment mean? Why do you need it?**

A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your event. Identifying risks to your event and having measures in place to mitigate them

demonstrates that you have considered your event in its entirety and are more likely to be prepared should a risk become a reality.

### **Can we purchase equipment?**

Equipment that is directly related to the event is eligible, particularly if the purchase of this equipment enables the event to be more viable and sustainable into the future.

### **Are contractor costs eligible?**

Yes contractor expenses are eligible but need to be directly related to the implementation of the approved event. Staff and/or operational costs not directly related to the implementation of the grant funded event are not eligible.

### **Auspecting – Does the Auspisor take any money from the Auspicee?**

Auspecting a project does not ordinarily incur fees however it is recommended that a formal agreement between an auspisor and the auspicee is entered into. Grant funds cannot be used towards servicing this relationship.

### **How do I print or make a PDF of the application form?**

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

### **Can I upload additional and supporting materials?**

The Events Grant Application form has a requirement for certain supporting documentation such as the Event Booking Application Form. You will also be able to attach additional documentation to support your application however it should be in support of your application, not form the basis of it. You will primarily be assessed on information you enter in response to the questions. Do not answer simply with 'see attachment'.

## How should I enter information into the budget tables?

You need to include as much detail and be as accurate as possible when filling in the budget details. The budget should be broken down into identifiable and realistic components so that the assessment panel can understand where you are planning to spend the grant money and any other financial or in-kind contribution to the project. Likewise, you should clearly identify all sources of funding income for the project.

For example:

### Income

Item	Source	\$ Amount Cash (GST Excl.)	Confirmed
Event Grant	Northern Beaches Council	\$4,000	No
Fee waivers - total value	Northern Beaches Council	\$291	No
State Government contribution	NSW State Government	\$2,000	Yes
Federal Government contribution		\$NIL	
Cash contribution from applicant organisation		\$5,000	Yes
Cash contribution from other sources i.e. Sponsorship	Other funding partner	\$3,000	Yes
Ticket sales		\$5,000	
<b>Total Income</b>		<b>\$19,291</b>	

### Expenses

Item	Source	\$ Amount Cash (GST Excl.)
Employee related costs i.e. Uniforms	State Government	\$2,000
Production expenses	Northern Beaches Council Event Grant	\$4,000
Logistical costs	Sponsorship	\$3,000
Operational costs	Applicant contribution	\$5000
Catering	Ticket Sales	\$3,000
Marketing	Ticket Sales	\$2,000
Park booking fee	Northern Beaches Council – fee waiver for park booking fee	\$291
<b>Total Expenditure</b>		<b>\$19,291</b>

Your total income should equal the total expenditure. In kind contributions are captured separately.

### Fee Waiver Request

Fee or charge	Cost \$
Park booking fee	\$291

This grant application is one source of income, other sources could include your organisation's contribution, or other grants/contributions from other organisations. There will be four separate tables in the application form – Income, Expenditure, Fee Waiver and In-kind. Council fees and charges should be identified within the expenditure table and if seeking a fee waiver, identified again separately within the fee waiver table.

### **In-kind Contributions**

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table. Donated goods and services should reflect the actual value should you have had to pay for them. Volunteer hours should be calculated at \$25/hr.

### **Are schools eligible to apply?**

No, however some P&C Associations meet the eligibility criteria of being an incorporated, not for profit organisation. An event undertaken on school grounds would need to clearly demonstrate how the wider (non-school) community would benefit and gain access.

### **Can I charge an entry fee or sell tickets to the event?**

Yes you can, but you need to be realistic in the cost/value and identify this within the Income Budget table.

### **My organisation has previously been granted recurring funding from one of the former Councils prior to amalgamation.**

#### **Why isn't that continuing?**

The Northern Beaches Council has created a new and diverse range of grant programs to support our local community organisations to deliver significant community benefit across the entire Local Government Area. In order to facilitate an equitable suite of grant programs, new criteria have been developed in line with the new Community Strategic Plan and other strategy documents including the Event Strategy. All funding requests to Council will be via one of the grant streams and will be assessed against the relevant assessment criterion. There are no recurrent grants on offer in the 2018/19 round.



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