

Festivals and events are valuable community building activities; providing an opportunity for people to come together in the celebration and enjoyment of their locality, art, culture or a common interest.

Objectives

The objective of the Festivals and Events Grants Program is to support a comprehensive and diverse mix of festivals and events so that all members of the community have access to, and may participate in activities that reflect and celebrate local identity, interests and diversity.

Festivals and events held in Cardinia Shire typically aim to:

- Increase the vibrancy and cohesiveness of a community
- Meet the diverse and changing interests of a community
- Positively promote the host community
- Provide an opportunity for fun and enjoyment
- Recognise and profile local artists and/or community members who make a substantial contribution to their community
- Provide opportunities for skill development through organisation and/or participation
- Lead to economic benefits for local businesses and increased employment
- Lead to the development of partnerships between community groups, local businesses, government and other agencies.

Cardinia Shire's Liveability Plan

All applications must demonstrate alignment with at least one of the outcomes listed in Cardinia Shire's Liveability Plan 2017 – 2029.

Vision: Cardinia Shire is a liveable, resilient community where the environment flourishes and residents are healthy, included and connected'.

Outcomes:

- Reduce harm from alcohol, tobacco, drugs and gambling
- Reduce family violence
- Reduce financial vulnerability
- Improve mental health and wellbeing
- Reduce obesity
- Improve safety
- Improve social cohesion

For further information on Cardinia Shire's Liveability Plan please [click here](#).

Grant eligibility

Applicants must be:

- Not-for-profit;
- Locally based and/or servicing Cardinia Shire residents; and
- A Community Asset Committee of Council; or
- Incorporated (or be auspiced by an incorporated organisation – please note, Section 86 committees cannot take on the function of an auspice)
- If a licence, lease or funding agreement exists between Council and the community organisation, then the agreements need to be signed and current in order for applications to be considered
- Community groups with incomplete or outstanding projects are not eligible to apply for further projects and applications will not be considered.

What cannot be funded

The below are some of the things the Festival and Event program grant monies cannot fund:

- Costs related to ongoing operations and core business including staff salaries
- Requests for retrospective funding, where an event has already been held, or is scheduled to be held before, or after, the annual (based on financial year) funding period
- Festivals and events that seek to promote, launch or expo an organisation or service
- Fundraising activities
- Prize money or competitions
- Markets
- School events
- Capital works or facility maintenance costs
- Festivals and events that benefit a specific audience to the exclusion of the broader community.

Application Assessment

All applications must:

- Demonstrate a benefit to the health and wellbeing of Cardinia Shire residents and align with Cardinia's Liveability Plan
- Have a clearly defined purpose, philosophy and target audience
- Be led by a want or need within the community
- Demonstrate inclusiveness
- Demonstrate an understanding of event management within accordance of relevant regulations and requirements to be able to run in a safe and successful manner
- Be held in the financial year that grant is allocated in
- Prove they are working towards being financially sustainable
- Council will also consider whether previous events from the organisation/group were run successfully and safely.

Grants are competitive and it is likely that Council will receive applications for more funding than what is available.

Grant Funding

- Applicants must substantiate the grant amount requested through a detailed budget
- Funding will only be provided to events that are deemed eligible for the Festival and Events Grants as outlined in the eligibility and assessment criteria above
- Funding is available to cover the costs of running a safe festival or event, to the exclusion of payment of staff and associated staff/volunteer costs
- Funding is limited to \$10,000 per application
- Council's contribution will be in the form of a donation towards the event and will not be attached to any particular expenditure items unless specified as a special condition in the letter of offer.
- Council may not be able to give the successful application the full amount of funding being requested but may move to offer an alternate amount
- Council may also consider requests to reimburse waste management arrangements, where bins are booked through Council's Event Bin Service
- The costs of any required traffic management will be the responsibility of the event organiser. No additional funding will be provided by Council to cover these costs unless otherwise stated
- If event expenditure exceeds the total estimated cost identified in the application, funding of the excess will be the responsibility of the event organiser.

Grant Payment

The grant monies will not be paid until all special conditions are met and approved by the relevant Council departments. This may mean that your grant monies may not be paid before your event. You must take this into consideration when applying for this grant and then when planning for your event.

Financial Sustainability

All events need to show they are working towards becoming financial sustainable without Councils funding. We suggest you speak with local business owners in the community to see if they are able to contribute towards the costs of running a safe event. Local clubs may be able to assist with in-kind support (volunteer staffing, use of equipment, advertising etc.) for the event.

Risk Considerations

Council acknowledges that festivals and events may at times pose a sufficient risk to the organisation. In collaboration with the Risk Health and Safety Team, the Traffic Management team and WorkSafe, Council is working towards ensuring volunteer event organisers are aware of the potential risks their events may present.

Special conditions related to risk may be applied to your grant. As stated, funding will only be released when these special conditions are met. This may include things such as risk assessments, traffic management conditions, attendance at a WorkSafe briefing, and a suitable venue being booked.

Assessment Process

Applications received will be assessed by:

- An assessment panel comprising a multidisciplinary team of relevant Council staff
- Senior Managers within Council
- A panel of Councillors.

Once agreement is reached in the Assessment and Review Process, grants are referred to Council for endorsement and formal approval. All applicants will be advised of the decision in early July.

Dispute Resolution

If you wish to query a grants assessment please send a written request for clarification by post or email:

Post

Community Strengthening Unit

Cardinia Shire Council

PO Box 7

Pakenham VIC 3810

Email

mail@cardinia.vic.gov.au

All requests will receive due consideration and a written response will be sent.