

## Everything you need to know about the Festival and Events Grant Program

Festival and events grant program supports 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.

### To apply for a Festival and Events Grant, please follow these steps:

1. Check the eligibility criteria to ensure your organisation is able to apply
2. Read the assessment criteria so you know what our selection panel is looking for in your application
3. Speak to the Coordinator Risk Health and Safety prior to submitting an application or if you require assistance. Contact on 1300 787 624 or email [events@cardinia.vic.gov.au](mailto:events@cardinia.vic.gov.au)
4. Submit your application on Smartygrants: <https://cardinia.smartygrants.com.au/>

### Key Dates:

Grant opens:	Monday 15 January 2024
Grant closes:	Friday 29 March 2024
Assessment of Applications:	April – May 2024
Recommendations considered by Council:	June 2024
Applicants notified:	July 2024

### Funding details

Allocation	Funding up to \$10,000 is available. Allocations are for one financial year and not recurrent.
Timing	There is one Festival and Event Grant funding round per year
Funding announcements	Applicants will receive notification of the outcome of their application within two weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement. Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

## Is my group eligible?

To be eligible for this grants program, groups and organisations 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, Community Asset Committee's 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.
- Individuals, community organisations who are not incorporated and commercial organisations are not eligible to apply.

## What types of activities might be funded?

- Community festivals and events
- Art festivals and events
- Cultural festivals and events
- Agricultural shows and major events

## What won't be funded

- Activities held outside Cardinia Shire
- Costs related to ongoing operations and core business including staff salaries to include the words including administration and project management costs.
- 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
- Catering
- 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.
- Organisations that have failed to comply with the terms and conditions of previously awarded grants

## Budget and quotes for budgeted expenses

Your budget should reflect the scope of your activity and include all income and expenditure that relates specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, the Total Income and Total Expenditure must be equal.

### Income

You must provide all income contributions, both financial and in-kind, related to your activity. For example:

- Your organisation's financial contribution
- Your organisation's "in-kind" contribution
- The grant amount you are seeking from Cardinia Shire Council
- Grants you are seeking from other funding bodies Sponsorship, donations or other funding

Please indicate whether funding is confirmed or unconfirmed

**Expenditure and quotes**

Quotes are mandatory for all expenditure items over \$1,000 that are essential to the delivery of the activity and must be uploaded with our application. Failure to do so may result in your application being deemed ineligible or unsuccessful.

**Sample budget:**

Income	Amount
Cardinia Shire Grant	\$10,000
Ticket sales	\$1,000
Business Sponsorship	\$1,000
Fundraising BBQ	\$820
<b>Total Income:</b>	<b>\$12,820</b>

Expenditure	Amount
Rides	\$4,000
Infrastructure	\$5,000
Insurance	\$500
Marketing material	\$1,000
Venue Hire	\$1,500
In-kind – 2 Volunteers @ \$41 for 10 hours	\$820
<b>Total Expenditure:</b>	<b>\$12,820</b>

## Assessment Criteria

Assessment Criteria	What you should include in your application
What is the activity you are applying for and what will it achieve?	<ul style="list-style-type: none"> <li>• Provide a clear description of the activity you are seeking funding for and its objectives</li> <li>• Include details about the proposed short or medium term impacts of the activity (the desired end result). Provide a description of how the activity incorporates innovative practices.</li> </ul>
Why is the activity needed?	<ul style="list-style-type: none"> <li>• Provide a clear description of the community need, issue or opportunity that your activity is responding to</li> <li>• Include information that supports your application, such as demographic data, letters of support, feedback from consultation or community plans or strategies.</li> </ul>
Who will benefit from the activity?	<ul style="list-style-type: none"> <li>• Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity (e.g. socially isolated, vulnerable, older residents, diverse, women, men, LGBTQI, indigenous)</li> <li>• Where appropriate, explain if the activity will attract a broader audience including residents from outside of the municipality.</li> </ul>
How will the funded activity be managed over the funding period?	<ul style="list-style-type: none"> <li>• Provide an overview of your group/organisations capacity to deliver the activity. This must include information demonstrating past experience in effectively delivering and marketing similar initiatives and details of the project manager</li> <li>• Information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Applicants must include supporting documentation that confirms any commitments made by nominated project partners</li> <li>• Provide an outline of how the benefits of the activity will be sustained once funding has been expended</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s</li> <li>• All expenditure items over \$1,000 will require a written quote</li> <li>• Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all expenditure.</li> </ul>