



# **Community Events Funding Program**

## **Guidelines**

## Acknowledgment of Country

Logan City Council acknowledges the Traditional Custodians of the land, pays respect to Elders past, present and emerging, and extends that respect to all Aboriginal and Torres Strait Islander peoples in the City of Logan.



Nunukul Yuggera Aboriginal Dancers' Welcome to Country, Logan, 2013

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## Purpose

The City of Logan is a city of opportunity. A young city with culture. We value diversity, which is enriching our community. We are proud of our community's positive contributions to improve the quality of our lifestyle and our annual calendar of events is just one of the cornerstones contributing to this.

We are a proud city - Logan is a thriving, forward thinking community, building a smart future by embracing innovation, diversity, and equality for all. No matter where you're from, you're welcome in Logan.

Events delivered by the community for our community are valued for the experiences and opportunities they provide. They are a vital part of our DNA. We know community groups often need support to make these events a reality and that's why our Community Events Funding exists.

Each year, we provide financial support to events that celebrate our progressive community's diversity and inclusiveness, and these guidelines will help event organisers identify which funding opportunities best suit their event.

## Available funding

Type of grant	Amount	Type of event
Small Events Grant	\$200 to \$5,000	This is usually for events that: <ul style="list-style-type: none"><li>• plan to have less than 1,000 people</li><li>• are for a particular sector or geographic area in the community.</li></ul>
Event Sponsorship Funding	\$5,001 to \$20,000	This is usually for events that: <ul style="list-style-type: none"><li>• plan to have more than 1,000 people</li><li>• appeal to visitors and the broader community.</li></ul>

## Application timeframes

### Small Events Grant

- Applications are open all year round with assessments monthly.
- Outcomes will be advised 4 weeks from application closing date.

### Events Sponsorship Funding

- Application and assessment rounds occur quarterly.
- Outcomes will be advised up to 8 weeks after the round closing date.

Please note we cannot fund events that have occurred before the outcome advised date. For a list of application rounds, visit: [logan.qld.gov.au/cef](http://logan.qld.gov.au/cef).

# Eligibility criteria

## Who can apply?

Organisations that:

- operate in and/or show that the event will provide direct benefit to the residents of Logan.
- have current public liability insurance of at least \$20 million.
- have an Australian Business Number (ABN).
- have no outstanding acquittals or debts with Council.
- have appropriate workplace health and safety policies in accordance with the funding agreement.
- staff and volunteers must have a current Working with Children and Young People Card, where applicable.

## What we can fund

The objectives of the Community Events Funding Program are to support events that promote and celebrate the things we love about our city. This includes:

- events that will be conducted within the boundaries of Logan and benefit members of the Logan community
- events that will not be conducted within the boundaries of Logan, but will benefit members of the Logan community (e.g. not only to the benefit of an individual)
  - please note with events held outside the boundaries of Logan, while there may be a benefit to members of the Logan community, preference is given to events that are delivered within the boundaries of Logan.

Council will fund events that align with Council's Corporate Plan. We have seven focus areas for the term of the Corporate Plan that will help us deliver our vision for the City of Logan. The focus areas are:

- maintaining current levels of service
- proud city
- environment
- healthy connected community
- economy and growth
- infrastructure
- high performing organisation.

## What we can't fund

Organisation that:

- applications that are requesting more than 80% of the total event costs.
- costs associated with the usual business of an organisation – for example salaries, insurance, electricity, rates, telephone, rent. (Public liability insurance costs specific to the event are eligible).
- initiatives that are the focus on other Council grants (e.g. environmental and arts projects). For more information visit: [logan.qld.gov.au/grants](http://logan.qld.gov.au/grants).
- events that are for the exclusive benefit of customers, members and students of an organisation or school. (Except when supporting milestone anniversaries or rare celebration occasions in a school environment. Noting that the application would need to provide

information regarding the event being outside of the norm and create opportunities for greater solidarity, engagement, and pride in the community).

- prize money, prizes (trophies, medals, purchase of gift cards or participant/place ribbons) or bidding on auction items.
- donations and awards for commercial or business activities.
- applications for equipment (non-consumables, assets) that is purchased to be used during the event but can continue to be used after the completion of the event.
- applications for events that are deemed to be unsustainable due to lack of community interest, planning, resources, partnerships etc.
- events that have occurred before the application outcome is advised.
- events that are exclusively religious in nature and promote religious activities (e.g. religious conferences, camps or sermons).
- applications for events associated with:
  - organisations involved in activities detrimental to our community or environment
  - any political activity that could be perceived as benefiting a political party or political campaign.
  - organisations in conflict with Council and its brand positioning and values
  - illegal activity
  - adult products and services
  - cigarettes/tobacco (as directed by Commonwealth Government legislation)
  - gambling products and services
  - unmitigated risk to animal welfare, or where there are no animal welfare guidelines
  - organisations involved in activities or issues not considered by the general community to be appropriate
  - any activities or issues likely to have a conflict of interest or may bring Council into disrepute.

### Assessment criteria: Small Events Grant

All applications will be assessed on their ability to meet the following criteria:

<b>Strategic alignment</b>	<ul style="list-style-type: none"> <li>• Clearly defined event objectives</li> <li>• Corporate plan priorities</li> </ul>
<b>Community benefit</b>	<ul style="list-style-type: none"> <li>• Expected community benefit</li> <li>• Local partnerships</li> </ul>
<b>Budget and value for money</b>	<ul style="list-style-type: none"> <li>• Complete and realistic budget</li> <li>• Budget items requested are justified</li> </ul>
<b>Capacity to deliver a viable and safe event</b>	<ul style="list-style-type: none"> <li>• Target audience and expected number of attendees</li> <li>• Event schedule/run sheet</li> <li>• Risk management plan (health and safety plan)</li> <li>• Community participation and consultation (where appropriate)</li> <li>• Clearly defined measures of success</li> </ul>

## Financial planning

- Funding previously given
- Consideration of reduced reliance on Council

For events that have been funded previously, applicants must clearly define sustainable practices. Applicants should show the ability for ongoing delivery to the community with a reduced reliance on Council funding.

## Assessment criteria: Event Sponsorship Funding

All applications will be assessed on their ability to meet the following criteria:

<b>Strategic alignment</b>	<ul style="list-style-type: none"><li>• Clearly defined event objectives</li><li>• Corporate plan priorities</li></ul>
<b>Community benefit</b>	<ul style="list-style-type: none"><li>• Expected community benefit</li><li>• Local partnerships</li></ul>
<b>Budget and value for money</b>	<ul style="list-style-type: none"><li>• Complete and realistic budget</li><li>• Budget items requested are justified</li><li>• Return on investment</li></ul>
<b>Capacity to deliver a viable and safe event</b>	<ul style="list-style-type: none"><li>• Target audience and expected number of attendees</li><li>• Event management plan</li><li>• Risk management plan (health and safety plan)</li><li>• Community participation and consultation (where appropriate)</li><li>• Clearly defined measures of success</li></ul>
<b>Financial planning</b>	<ul style="list-style-type: none"><li>• Funding previously given</li><li>• Consideration of reduced reliance on Council</li></ul>

For events that have been funded previously, applicants must clearly define sustainable practices. Applicants should show the ability for ongoing delivery to the community with a reduced reliance on Council funding.

## Important notes

Whilst the assessment panel review eligible requests for funding at their discretion, applications may not be supported for the following reasons:

- Insufficient information was provided to assist them in making their decision
- The panel has insufficient funds available at the time to support the application.
- The panel consider it is not in the community's interest to support the application at the time of assessment.
- The event purpose does not align with the priorities or values of Logan City Council.

## Application process

To apply for Community Events Funding, visit [logan.qld.gov.au/grants](http://logan.qld.gov.au/grants) and follow the link to the SmartyGrants application form. Below is an overview of the process:

<b>Submit your application</b>	<ul style="list-style-type: none"> <li>• Fill out and submit your application online using the SmartyGrants portal.</li> <li>• We encourage you to submit your application at least 6 months prior to the event date.</li> </ul>
<b>Application assessment</b>	<ul style="list-style-type: none"> <li>• Your application will first be checked for eligibility.</li> <li>• If eligible, your application will be reviewed by the Assessment Panel.             <ul style="list-style-type: none"> <li>○ Small Events Grant outcomes are advised up to 4 weeks after the round closes.</li> <li>○ Event Sponsorship Funding are assessed quarterly with outcomes advised up to 8 weeks after the round closes.</li> </ul> </li> </ul>
<b>Outcome advised</b>	<ul style="list-style-type: none"> <li>• All application outcomes will be notified in writing.</li> <li>• If successful, you'll be sent a funding agreement.</li> </ul>
<b>Delivery</b>	<ul style="list-style-type: none"> <li>• Events receiving Small Events Grants are not required to acknowledge Council's support but encouraged to do so.</li> <li>• Events receiving Sponsorship Funding are required to acknowledge Council in the promotion of, and at the event in accordance with your Funding Agreement.</li> <li>• Any significant changes to the event, (e.g. date change, venue change, any change to the event purpose), need to be submitted as a variation to your funding agreement and sent to Council for review. You will need to receive approval from Council in writing before you undertake any variations.</li> <li>• Should a recipient withdraw their application, misuse funding, fail to comply with the funding conditions, or if the event does not take place, Council is authorised to terminate the agreement and the recipient is required to return the funds.</li> </ul>
<b>Event Outcome Report (EOR)</b>	<ul style="list-style-type: none"> <li>• All grant recipients are required to complete an Event Outcome Report (EOR) and acquit the funds on completion of the event. To ensure this is successful you must:             <ul style="list-style-type: none"> <li>○ Keep copies of receipts for all event expenses related to your grant funding. You'll need to attach these to your report.</li> <li>○ Complete the EOR within 8 weeks of event completion.</li> <li>○ Any unspent funds will need to be returned to Council.</li> </ul> </li> <li>• Council reserves the right to include any further conditions of funding, as required.</li> </ul>



## Notification of outcome

All Community Events Funding applications will be notified in writing of their outcome.

### Successful applicants

Successful applications will receive a funding agreement through SmartyGrants outlining the full terms and conditions of the grant. The funding agreement will need to be read, acknowledged, and agreed to before funding will be made available.

All successful applicants must:

- Confirm continued agreement with these guidelines.
- Adhere to the terms and conditions outlined in their funding agreement
- Deliver the event in line with the contents of the approved application
- Follow any special conditions set by Council.

### Unsuccessful applicants

Unsuccessful applications will be notified in writing. For feedback on your application, please see the contact details provided in your notification email.

Unsuccessful applications are welcome to reapply in future rounds.

## Additional information and resources

### Outline of Corporate Plan (2021 to 2026)

#### Our purpose

To make a positive difference in people's lives through the quality of the services we provide.

#### Our values

- Community first
- Our people
- Excellence
- Leadership
- Integrity

#### Focus Area's

- Maintaining current levels of service
- Proud city
- Environment
- Healthy connected community
- Economy and growth
- Infrastructure
- High performing organisation

For more information on the Corporate Plan priorities visit [Corporate plan 2021-2026](#)

### Other Logan City Council grants

Council offers a range of grants to strengthen the social, environmental, cultural and economic development of the city. These include:

- Community Development Funding
- Community Events Funding
- EnviroGrants
- Investment Attraction Incentives Fund
- Regional Arts Development Fund (RADF)
- Sport and Recreation Funding
- Community Benefit Fund
- Grant Writer Program

For more information about our grant programs visit: [logan.qld.gov.au/grants](http://logan.qld.gov.au/grants)

### Definitions

The following key terms are used throughout these guidelines.

Term	Definition
Acquittal	An Event Outcome Report (EOR) used to identify how the grant funding has been spent and identify key event outcomes.

Application	A document that is completed by an applicant and includes key information about your event.
Funding agreement	A document that clarifies grant recipient responsibilities during the funding period.
Variation	A formal request for any changes to your event (purpose, date, time, budget and more).

## Supporting documents

Document Name	Hyperlink
Local Government Act 2009	<a href="http://statedevelopment.qld.gov.au/local-government/for-councils/governance/local-government-assistance-to-community-organisations">statedevelopment.qld.gov.au/local-government/for-councils/governance/local-government-assistance-to-community-organisations</a>
Corporate Plan (2021 to 2026)	<a href="http://logan.qld.gov.au/downloads/file/512/corporate-plan">logan.qld.gov.au/downloads/file/512/corporate-plan</a>
Outgoing Sponsorship and Promotions Policy	<a href="http://logan.qld.gov.au/downloads/file/2487/outgoing-sponsorship-and-promotions-policy">logan.qld.gov.au/downloads/file/2487/outgoing-sponsorship-and-promotions-policy</a>
Grants to Community Organisations Policy	<a href="http://logan.qld.gov.au/downloads/file/1943/grants-to-community-organisations-policy">logan.qld.gov.au/downloads/file/1943/grants-to-community-organisations-policy</a>
Guide to grants and funding	<a href="http://logan.qld.gov.au/downloads/file/3795/grants-and-funding-overview">logan.qld.gov.au/downloads/file/3795/grants-and-funding-overview</a>

## Enquiries

If you need help with your application or more information about the Community Events Funding, please contact the Community Grants team on 07 3412 4033 or email [grants@logan.qld.gov.au](mailto:grants@logan.qld.gov.au).

Translation	If you need a translator call TIS on 131 450
National Relay Service	TTY / Voice Calls 133 677
Speak and Listen	1300 555 727
SMS Relay	0423 677 767