



# **Community Events Funding Program**

## **Guidelines**

## Acknowledgement 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

## Purpose

This funding provides financial support for events that celebrate Logan’s diversity and inclusiveness. Events delivered by the community for our community are valued for the experiences and opportunities they provide.

Grants are open for organisations that meet the “community purpose” in Council’s [Grants to Community Organisations Policy](#). This is defined as activities that:

- encourage a vibrant, engaged and resilient community
- build on the strengths in the local community
- value local collaboration and partnerships
- encourage participation in community life and foster social cohesion
- promote and encourage environmental protection and sustainability
- support our city vision of ‘City of Logan, a green city full of pride, opportunity and culture’
- support [Council’s Corporate Plan](#) priorities.

Visit [logan.qld.gov.au/previous-community-event-funding-recipient](http://logan.qld.gov.au/previous-community-event-funding-recipient) for examples of previously funded events.

## Available funding

Type of grant	Amount	Grant program details
Small Events Grant	Any amount up to \$5,000	<p>Smaller events that are for a particular sector or geographic area in the community (i.e. a local community event).</p> <p>You are required to provide an event schedule and/or run sheet.</p>
Event Sponsorship Funding	Any amount between \$5,001 to \$20,000	<p>Larger-scale events that:</p> <ul style="list-style-type: none"><li>• appeal to visitors and the broader community</li><li>• increase the reputation and/or raise the profile of the City of Logan.</li></ul> <p>You are required to:</p> <ul style="list-style-type: none"><li>• provide a full event management plan (i.e. site map, run sheet, a plan to manage emergencies, bins and waste, security and traffic, etc.)</li><li>• provide a copy of your event licence, if applicable (see <a href="#">Events and markets – Logan City Council</a>).</li></ul>

# Grant rounds and outcome dates

## Small Events Grant (SEG)

- Applications are received in highly competitive rounds per year.
- We encourage you to submit your application as early as possible (at least 3 months prior to the event date).

## Events Sponsorship Funding (ESF)

- Applications are received in highly competitive rounds per year.
- We encourage you to submit your application as early as possible (at least 6 months prior to the event date).

Please note: We cannot fund events that are held before the outcomes are advised.

Round dates and outcomes advised dates are available on our website at [logan.qld.gov.au/community/grants/community-events-funding](http://logan.qld.gov.au/community/grants/community-events-funding).

# 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 appropriate workplace health and safety policies in accordance with the funding agreement.
- have current Working with Children and Young People Cards for staff and volunteers, where applicable. See: [qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply](http://qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply).

## What we can fund

Events that:

- will be conducted within the Logan local government area and benefit members of the Logan community.
- 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 that preference is given to events that are delivered within the Logan local government area.

## What we can't fund

- Incomplete, emailed or faxed applications.
- Organisations that have outstanding debts or overdue acquittals with Council.
- Organisations that have not developed a full risk management plan for the event.
- Costs associated with the usual business of an organisation (e.g. salaries, insurance, electricity, rates, telephone, rent and/or business continuity). Public liability insurance costs specific to the event are eligible.
- Donations, awards, prizes (e.g. trophies, medals, purchase of gift cards, participant/place ribbons, cash money, vouchers, etc. for fundraising or gifts) or bidding on auction items.

- Equipment (e.g. non-consumables, assets) that is purchased to be used during the event but can continue to be used after the completion of the event. Equipment hire is eligible.
- Applications that are requesting more than 80% of the total event costs.
- Events that:
  - are the focus of other Council grants (see [logan.qld.gov.au/community/grants](https://logan.qld.gov.au/community/grants))
  - are for the exclusive benefit of one audience (e.g. customers, members or students) except when supporting milestone anniversaries or rare celebration occasions in a school environment
  - are deemed to be unsustainable due to lack of community interest, planning, resources, partnerships, etc.
  - are exclusively religious in nature and promote religious activities (e.g. religious conferences, camps or sermons)
  - involve any political activity that could be perceived as benefiting a political party or political campaign
  - are associated with:
    - illegal activity
    - adult products and services
    - cigarettes/tobacco/drugs
    - gambling products and services
    - unmitigated risk to animal welfare, or where there are no animal welfare guidelines (see the [Animal Care and Protection Act 2001](#), [Animal Care and Protection Regulation 2023](#) and relevant [animal welfare guidelines](#)).
- Organisations or events that involve:
  - activities detrimental to our community or environment
  - activities in conflict with Council and its values
  - activities or issues likely to have a conflict of interest
  - damaging the reputation of Logan City Council or the City of Logan.

## Assessment criteria

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

Community Event Funding	
<b>1. Community purpose and benefit</b>	<ul style="list-style-type: none"> <li>• event is aligned with the community purpose</li> <li>• evidence of community interest and consultation</li> <li>• expected benefits and outcomes for the community</li> <li>• clearly defined measures of success</li> <li>• local partnerships</li> </ul>
<b>2. Capacity to deliver</b>	<ul style="list-style-type: none"> <li>• target audience and expected number of attendees</li> <li>• marketing and promotion for the event</li> <li>• an event schedule and/or run sheet (Small Events Grant only)</li> <li>• a full event management plan (Event Sponsorship Funding only)</li> <li>• attraction of visitors and broader community (Event Sponsorship Funding only)</li> </ul>
<b>3. Budget and value for money</b>	<ul style="list-style-type: none"> <li>• detailed and realistic budget request</li> <li>• funding amount requested is justified</li> <li>• quotes to support your application</li> <li>• event represents value for money</li> <li>• reputational benefit for the City of Logan (Event Sponsorship Funding only)</li> <li>• funding previously given</li> <li>• consideration of reduced reliance on Council</li> </ul>

The assessment panel review eligible requests for funding at their discretion. Applications may not be supported for the following reasons including, but not limited to:

- 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 or that the application poses a potential safety concern to the community.

## Application process

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

<b>1. Submit your application</b>	<ul style="list-style-type: none"> <li>• Fill out and submit your application online using the SmartyGrants portal. Incomplete, email or faxed applications cannot be processed.</li> <li>• Please consider and follow the application timeframes for each program when submitting an application.</li> </ul>
<b>2. 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 an assessment panel:             <ul style="list-style-type: none"> <li>○ Small Events Grant outcomes are advised approximately 4 weeks after the round closes.</li> <li>○ Event Sponsorship Funding outcomes are advised approximately 8 weeks after the round closes.</li> </ul> </li> </ul>
<b>3. Outcome advised</b>	<ul style="list-style-type: none"> <li>• If successful, you will be notified in writing and sent a funding agreement. Council reserves the right to include any further conditions of funding, as required. Upon return of the signed funding agreements and any conditions being met, you will receive payment.</li> <li>• If unsuccessful, you will be notified in writing.</li> </ul>
<b>4. Delivery</b>	<ul style="list-style-type: none"> <li>• You must deliver your event in accordance with your application.</li> <li>• Any significant changes to the event (e.g. date change, venue change, changes to requested budget items, any change to the intent of funding or purpose) need to be submitted as a variation to your funding agreement through SmartyGrants 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 you are required to return the funds.</li> </ul>
<b>5. Acquittal</b>	<ul style="list-style-type: none"> <li>• All grant recipients are required to complete an acquittal within 8 weeks of the event. You will need to provide proof of use of the funding for the prescribed purpose. Council can only accept:             <ul style="list-style-type: none"> <li>○ receipts</li> <li>○ an invoice showing no balance owing</li> <li>○ an invoice with a balance owing accompanied by remittance advice, a bank statement or EFT confirmation clearly indicating payment made to the supplier.</li> </ul> </li> <li>• Any unspent funds will need to be returned to Council.</li> </ul>

## Additional information and resources

### 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

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

### Definitions

The following key terms are used throughout these guidelines.

Term	Definition
Acquittal	An outcome report 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 and/or budget.

### Supporting documents

Document Name	Hyperlink
Local Government Act 2009	<a href="https://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="https://logan.qld.gov.au/about-council/our-organisation/reports-and-publications/corporate-plan">logan.qld.gov.au/about-council/our-organisation/reports-and-publications/corporate-plan</a>

Outgoing Sponsorship and Promotions Policy	<a href="http://logancity.prelive.opencities.com/files/assets/public/v/1/about-council/policies/policies_outgoing_sponsorship_and_promotions_policy.pdf">logancity.prelive.opencities.com/files/assets/public/v/1/about-council/policies/policies_outgoing_sponsorship_and_promotions_policy.pdf</a>
Grants to Community Organisations Policy	<a href="http://logan.qld.gov.au/files/assets/public/v/1/about-council/documents/grants_to_community_organisations_policy.pdf">logan.qld.gov.au/files/assets/public/v/1/about-council/documents/grants_to_community_organisations_policy.pdf</a>
Event Guide	<a href="http://logan.qld.gov.au/files/assets/public/v/1/about-council/grants/community-events-funding/lcc_events_guide.pdf">logan.qld.gov.au/files/assets/public/v/1/about-council/grants/community-events-funding/lcc_events_guide.pdf</a>

## Enquiries

If you need help with your application or more information about 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