

### Guidelines and Criteria for Funding

The objective of the Event Grants is to *provide financial assistance to event organisers to ensure all residents and visitors have access to a range of recreational, social and cultural activities and events. Events held in Indigo Shire will be a celebration of place and foster town vibrancy. Events will be inclusive, accessible and be open to local community members and visitors alike.*

A community event encourages local participation, celebrates the communities of Indigo and focuses on social inclusion and community wellbeing. It is usually small scale. Economic and tourism outcomes are not the main objectives of these events. They predominantly attract residents of Indigo Shire Council or specific interest groups.

A total of \$60,000 is available for Events and successful grants will range from **\$1000 to \$10,000.**

This grant aims to:

- To ensure fair and transparent access to Council funding for groups meeting the grant eligibility criteria.
- To ensure grant funding is used to support Council Plan objectives, with a particular emphasis on disadvantaged and specific need groups and organisations.
- To ensure all grant applications are considered in a consistent and objective manner.
- To provide access to funding for groups who may be unable to secure funding through alternative grants streams.

Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees and service providers to deliver place-based projects that consider:

- Access and inclusion;
- Child safety;
- Gender equity;
- Cultural awareness

This practice ensures the broad engagement, participation, enjoyment and safety of community members in the program.

The eligibility criteria for Indigo Shire's Event Grants Program are:

- The event is to take place within Indigo Shire.
- One application per organisation.
- Preference will be given to applications for events where funding is not available from other sources (ie. State or Federal funding).
- The group or organisation must be open to or accessible by Indigo Shire residents.
- The event must take place in the 2024 - 25 financial year.
- All applicant organisations must either be incorporated, a registered business, be auspiced by another group or become incorporated as a condition of funding.
- Groups must demonstrate a significant contribution in the form of cash, voluntary service or in-kind support.
- The applicant must have appropriate public liability insurance.
- Applications will not be considered within the following categories:
  - Groups already in receipt of significant support from Council.

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

- Programs considered the major responsibility of State or Federal Government.
- Events supporting causes not aligning with Council values
- All funded projects must obtain relevant permits and approvals prior to project commencement.
- Event must be held in the same financial year as the grant round.
- Applications received from organisations with outstanding acquittals from previous grant rounds will not be considered.

The assessment of all Event Grant Applications is the responsibility of the Indigo Shire Event Grants Assessment Panel. This panel may include Council Officers, Councillors, a Sports North East representative, local health service representatives and a Murray Arts representative.

The panel will use the following list of criteria to assess applications to Indigo Shire's 2023-2024 Event Grants Program.

- Alignment with Council Plan Themes of Community, Liveability, Prosperity and Environment. (score 0-3 per theme)
- The capacity to deliver the event by the applicant (score 0-3)
- Completion of a comprehensive and considered budget (score 0-3)

The Panel will make a recommendation to Council on the distribution of the grant fund. Council makes the ultimate determination via the report prepared by Council officers. The panel will adhere to Conflict of Interest reporting requirements.

## Applicant Details

\* indicates a required field

### Organisation Details

**Name of Organisation \***

**Postal Address**

Address

  

**Primary Website**

Must be a URL

**Project Coordinator \***

Title      First Name      Last Name

            

**Project Coordinator Contact Number \***

Must be an Australian phone number.

**Project Coordinator Email Address \***

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

Must be an email address.

### Alternate Project Contact

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Alternate Project Contact Contact Number

Must be an Australian phone number.

### Alternate Project Contact Email Address

Must be an email address.

### Number of Financial Members (if applicable)

Must be a number.

### Commercial Organisation or Community Group \*

- Commercial organisation  
 Community Group

### Organisation's ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

**Note: If your organisation does not have an ABN, a 'Statement by a Supplier - Reason for not Quoting and ABN' Form must be completed and uploaded. This form is readily available from**

Attach a file:

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

### the Australian Taxation Office

Is your Organisation Incorporated?

- No  
 Yes

If YES then please provide Registration Number

Must be a number.

**If NO then please provide Auspice Body Details below.**

**Auspice**

- Individual       Organisation  
Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Have you sought permission from your auspice body?

- Yes  
 No

**Auspice ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Auspice Postal Address**

Address

<input type="text"/>
<input type="text"/>

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

**Auspice Primary Email**

Must be an email address.

Insurance and GST

**Does your Organisation have Public Liability Insurance?**

**Is your Organisation registered for GST?**

**Does your Organisation have Building Insurance?**

## Event Proposal

\* indicates a required field

**Event Name**

**Event Location**

**Date of Event**

Must be a date.

**End date (if applicable)**

Must be a date.

If held over a number of days

**Briefly describe the event for which you are seeking funds (150-200 words): \***

**Word count:**

Must be no more than 200 words.

Be descriptive, but succinct. Include a brief summary of who this event is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what outcomes you expect to result from your event (i.e. outcomes).

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

**How many people do you expect to attend your event? \***

**Word count:**

Must be no more than 150 words.

If the event is over a number of days, provide the anticipated numbers for each day.

**How will your event contribute to township vibrancy? (150 words max) \***

**Word count:**

Must be no more than 150 words.

Identify how you will promote broad community participation (different age groups/gender/ interest groups/communities across Indigo Shire). Provide letters of support from other community organisations/groups where appropriate.

**Describe the benefits of the event (150 words max). \***

Must be no more than 150 words.

Identify what outcomes you expect to achieve in the short and long term.

## Event Budget

**Please provide specific details of the total budget for the EVENT. This may include details on equipment, venue hire, etc. All in-kind (volunteer) work must be allocated a monetary figure, based on quotes provided by trades people, contractors, and/or businesses.**

**Is this a fundraising event? If so, please provide details (150 words)**

Must be no more than 150 words.

## Budget

**Income**

**\$**

	\$
	\$

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

	\$
	\$
	\$
	\$
	\$
	\$

### Income Budget (all figures are GST exclusive)

Please don't add commas to figures, eg. write \$1000 not as \$1,000

Must include:

- Cash Contribution/s from your organisation
- In Kind or volunteer contribution/s from your organisation (also include in the expenditure table below)
- Amount of grant sort from Council

Income will = Expenditure

#### Cash contribution from your organisation

\$

Must be a dollar amount.

#### In-kind or Volunteer contribution/s from your organisation (complete Table below)

\$

Must be a dollar amount.

#### Amount of grant sought from Council

\$

Must be a dollar amount.

### Income Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

### Expenditure Budget (all figures are GST exclusive)

Please don't add commas to figures, eg. write \$1000 not as \$1,000.

Total Expenditure for project should = total income

Must include:

- Any quotes received for the work (refer below to attach quote documents)
- In Kind or volunteer contribution/s from your organisation

#### Expenditure

\$

	\$
	\$

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

	\$
	\$
	\$
	\$
	\$
	\$

### Expenditure Budget Totals

**Total Expenditure for Event (Should equal total income)**

\$

This number/amount is calculated.

**Attach Copies of Quotes where applicable**

Attach a file:

A maximum of 8 files may be attached.

### In-kind / Volunteer work schedule (if applicable)

*Note: Basic labouring tasks are in the range of \$15 - \$25 p/h and up to \$80 p/h for specialised skilled tasks*

*Please don't add commas to figure amounts eg. write \$1000 instead of \$1,000*

<b>Task to be completed</b>	<b>Name of those who will undertake task</b>	<b>Number Hours</b>	<b>Rate per hour</b>	<b>Total Cost</b>
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		Must be a number.	Must be a dollar amount.	This number/amount is calculated.
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

### Further information

Additional financial logistics support from Council is not available for this funding stream. If required please include in budget.

**Please also outline your plan for the following items:**

**Waste Management (\$7.50 bin):**

Must be no more than 100 words.  
Please indicate number of rubbish, recycle and organic bins

**Toilet Hire:**

Must be no more than 100 words.



# Indigo Shire Event Grants 2024 - 2025

## Form Preview

Indicate the quantity required and the days and times required

**Hire of Building or Council managed parks etc (See Fees and Charges on Council website) These costs will not be waived and need to be included in your budget:**

Must be no more than 100 words.  
Indicate hire dates including setup and costing

**Road Closures (quotes required and can be uploaded under Expenditure Budget)**

Must be no more than 150 words.  
Please describe details of road/street to be altered, including date and time

**Do you want to request the use of the events trailer?**

- Yes  
 No

Preference is given to events that receive tourism funding

**Permits (See Fees and Charges on Council website) These costs will not be waived and need to be included in your budget:**

Must be no more than 100 words.  
This is your event permit and associated fees

## Organisation Details

\* indicates a required field

**Has your organisation previously received funding from us? \***

- Yes  
 No

**If yes, what was the name of the project?**

**If yes, what was the total funded?**

## Documentation Check List and Attachments

\* indicates a required field

Below is the documentation you are required to submit as a part of your application.

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

**Attach a financial statement for your organisation (evidence of cash flow for the proposed project)**

Attach a file:

**If you have been unable to provide one of the required documents, please state why:**

Must be no more than 100 words.

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

### Quotes supporting Project Budget

**All relevant quotes for the project have been attached to this application \***

**If you have been unable to provide one of the required documents, please state why:**

Must be no more than 100 words.

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

### Support Material:

Please attach any support material

**Attach Files: \***

Attach a file:

A maximum of 4 files may be attached.

**Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.**

### Bank Account Details Form

**Email address for remittance advice: \***

Must be an email address.

**Contact Phone Number**

# Indigo Shire Event Grants 2024 - 2025

## Form Preview

Must be an Australian phone number.

### Bank Name \*

### Bank Account (EFT Payment Details) \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Declaration and Privacy Statement (to be completed by an authorised person of the organisation)

\* indicates a required field

### Declaration and Privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group. The submission is true and correct and discloses a full and accurate statement of the applicant organisation's income and expenditure.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Indigo Shire Council immediately if any information provided in this application changes or is incorrect.

The Indigo Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Council's Grant Program.

If successful in gaining funding I agree to abide by the Indigo Shire Council's grant regulations, including event evaluation and grant acquittal completion.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**I am authorised to complete this application and have read and understood the declaration and privacy statement \***

Yes

**Authorised Person's Name \***

Title

First Name

Last Name

# Indigo Shire Event Grants 2024 - 2025

Form Preview

**Position held \***

**Date of declaration \***