



GOYDER
South Australia's Heartland

COMMUNITY GRANTS PROGRAM: Events Application

The Community Grants Program: Events Fund is open throughout the year

Applications to be forwarded to:

Chief Executive Officer
Regional Council of Goyder
1 Market Square
BURRA SA 5417

Or emailed to: council@goyder.sa.gov.au
(Please insert 'Community Grants Program' in the subject line)



Event Funds – Checklist

Before proceeding with your application, please complete this checklist to ensure your eligibility for the Regional Council of Goyder – Community Grants Program

Eligibility Criteria	Checked
Must be an incorporated not-for-profit organisation or group or under the auspice of one	
Must have Public Liability insurance to the minimum of \$10 million dollars	
Group must have an effective management structure to manage financial requirements	
Have previously fulfilled ALL reporting obligations and satisfactorily acquitted any previous grants from the Regional Council of Goyder	

All essential documentation listed below must be submitted with your application.
Applications received without this information may be deemed ineligible and not assessed.

Documentation to be submitted with application	Checked
Minutes from Meeting confirming that the applicant, or auspice organisation is aware of the project and has agreed to this application or communication from Chairperson supporting the application.	
A current financial statement detailing at least the last 12 months of financial activities.	
A detailed income and expenditure budget – this in an essential element of your application	
All current quotes for the project	
Copy of Insurance - 'Certificate of Currency'	
Completed Payment request form	



Community Grants Program – EVENTS

Please refer to Community Grants Program 'Guidelines for Applicants' when completing this form.

The Community Event Grant funding is available throughout the year and is presented at the monthly Council meeting for consideration.

Prior to submitting this application, please ensure that you have read the guidelines. If you have any questions, please contact Council's Tourism and Events Manager on 8892 0100 or council@goyder.sa.gov.au.

Please note: If the event is to be held on Council land a special event permit application must be completed and submitted to Council before this application will be considered.

Contact Details	
Name of Applicant <i>(group, organisation)</i>	
Auspice Organisation <i>(If relevant)</i>	
Address <i>(Street or PO Box)</i>	
Contact Person:	
Contact Person Position:	
Contact number:	
Email address:	
Organisation ABN:	
GST Registered:	YES / NO
If registered, do you consent for Council to raise a Recipient created tax Invoice on behalf of the organisation?	YES / NO

1. **Name of Event:** _____

2. **Date/s of Event:** _____

3. **Event Venue/s:**

4. **What best describes you:** Incorporated Community Group/ Organisation/ Business/ Other

5. **Community group question only-**

Has this funding application been approved by the organisation at a committee level: YES / NO

If Yes, Please attach the relevant minutes to the application.

If No, Please attach a letter from the Chairperson supporting the application.

6. **Event Description:** Please describe your event.

7. **Has the event been held before?** YES / NO

If yes where and when and where was it held before? _____

If yes, briefly describe the outcomes of the last event held e.g., attendance, community feedback?

8. **How often will this event be held:** ONE OFF EVENT / YEARLY / OTHER: _____

9. **How was the need for this event identified?**

10. **Who will be responsible for the delivery of the event?** _____

11. **How many people are expected to attend the event?** _____

12. **Cost of Event and Funding Requested:** Please attach a budget to your application. Include GST in all your amounts.

Total Cost of Event	\$
Amount Requested for this application.	\$
Applicant contribution (cash)	\$
Applicant contribution (in kind) E.g., Volunteer hours, materials etc	
Other external funding contributions	\$

13. Has your event received Council funding previously?

Yes (go to question 14) / No (go to question 15)

14. If you have received Council funds previously for this event, please answer the following:

14.1	When did you receive the funds? _____
14.2	How much did you receive? _____
14.3	Please explain as to why you are reapplying to Council for funds for this event.

15 Can your event proceed if only partial funding is granted by Council- YES / NO

16 What is the entry fee for people to participate or attend the event? _____

17 What will the grant funds be used for? – provide a brief summary of how the funds will be spent

--

18 What strategies do you have in place to ensure the event is financially viable?

19. If the event has been held previously, please provide details of any strategies that have been made to further develop this event since the last time it was held?

20. What strategic pillars from Council's Goyder Master Plan does it meet? Tick all relevant

- a) Engaging with community
- b) Strengthening Community
- c) Economic Resilience
- d) Our Environment and Heritage is Valued
- e) Community Assets and Infrastructure
- f) Leading the Way

21. What marketing strategies do you plan to undertake to promote your event?

22. **Expected outcomes of the event** – describe the outcomes you hope to achieve by holding the event

23. **Planned evaluation of the project** – describe how you will measure the success of your event.

24. **Partnerships and collaboration** – list any other organisation/ businesses that you will be working collaboratively or in partnership with and how you will be working together.

Please note: Council encourages event organisers to shop local and access local businesses where possible

<p>The applicant understands and acknowledges :</p> <p><i>(Tick the boxes to acknowledge acceptance of the terms and conditions)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> That the allocated funds must be expended only for the purpose of the project/activity as set out in the application and approved by Council. <input type="checkbox"/> That Council's logo will be used as part of the promotional material for the event to acknowledge the sponsorship <input type="checkbox"/> That the applicant must keep separate accounts and financial records in relation to expenditure of the allocated funds and will provide Council with reasonable access to those accounts and records upon request. <input type="checkbox"/> That the applicant must disclose to Council the source and amount of any funds or financial assistance received, aside from the allocated funds that it has or will receive from Council, for the purpose of the project/activity. <input type="checkbox"/> That, under Council's Community Grants Policy; the applicant's rights and obligations are not assignable. <input type="checkbox"/> That the Organisation must complete the acquittal and reporting requirements at the end of the project. <input type="checkbox"/> That if the funds are not expended in the manner described in the application, then the Council has the right to recall the debt at any time.
--	--

Please sign here to agree to all the terms and conditions of the Community Grants Program- EVENTS:

Name : _____	Signature : _____
On behalf of : _____	
<i>(community group/organisation)</i>	
Position : _____	Date: _____

NEED ASSISTANCE?

If you would like to discuss your application prior to submitting, please contact Councils Tourism and Events Manager on 8892 0100 or email council@goyder.sa.gov.au



Community Grants Program – Payment Request Form

Dear Sir/Madam

Re: *Electronic Payment of successful Community Grant Funding applications*

Council would like to undertake electronic payments for successful Community Grant Funding applications. However, we are asking for your approval to use electronic payments for your account.

Please return this information with the completed application.

Yours faithfully

Barb Button
Community Development Manager

Organisation/Contact Name: _____

Postal Address: _____

Contact number/s: _____

Yes - we are happy to receive electronic payments from the Regional Council of Goyder; our Bank Account Details are as follows:

Bank Name: _____

Branch Address: _____

BSB No: - Account Number:

Email Address for EFT Advice: _____

Our current EFT details are already held by Council

Please be advised that if any of these financial and contact details are different to those currently held by Council that the organisation will be contacted for proof and confirmation of these changes by Council's finance department.