

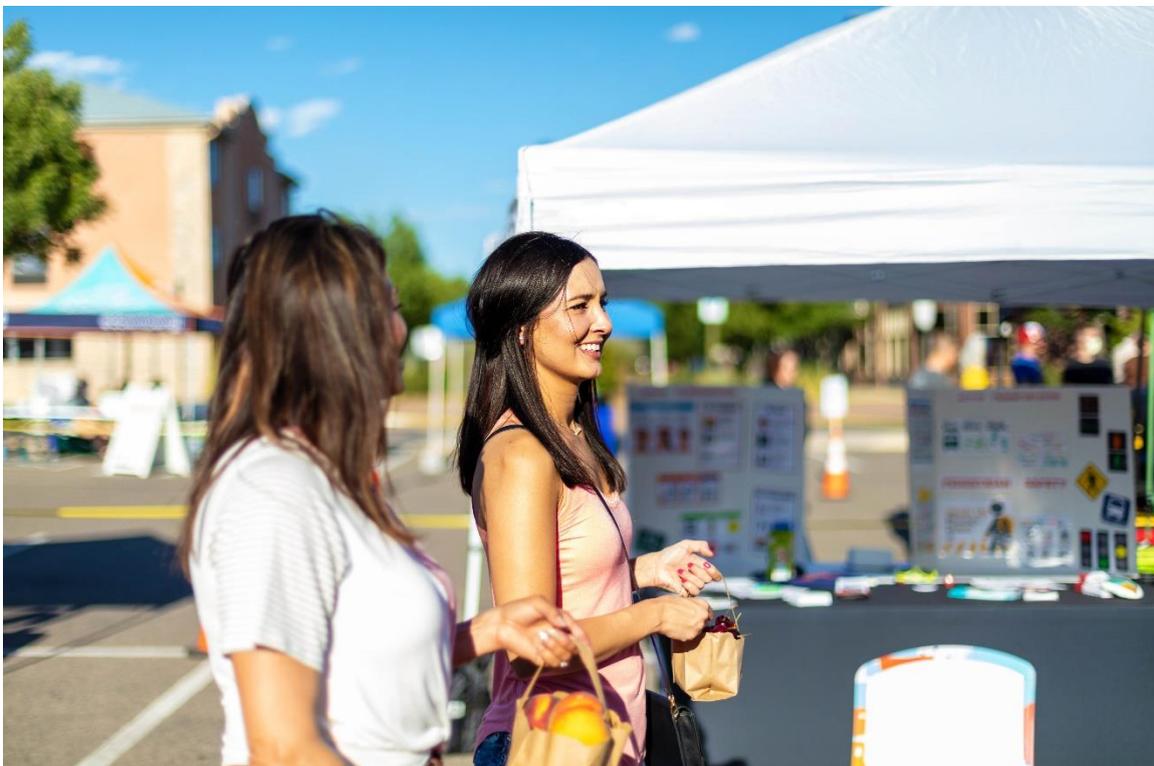
Village Events and Activation Grant Information Kit

2023



Contents

| | |
|--|-----------|
| About the program | 3 |
| Available funding | 3 |
| Eligible activities | 4 |
| Applicant eligibility | 4 |
| Application requirements | 5 |
| Eligible expenditure | 6 |
| Ineligible activities | 6 |
| How is an application assessed? | 7 |
| How does an applicant apply? | 7 |
| How often can an applicant apply? | 7 |
| Timing / important dates | 8 |
| Approval process | 8 |
| Funding conditions | 9 |
| Support and assistance | 10 |
| Additional information | 10 |
| Definitions | 12 |



About the program

The Village Events and Activation Grant (VEAG) is a place-based program that seeks to support the enhanced activation, promotion and vibrancy of Redlands Coast villages. The grant will support not-for-profit community organisations and village traders to collaborate and deliver initiatives that encourage more people to live, work, play and invest in Redlands Coast, building community connection and resilience.

Available funding

The Village Events and Activation Grant offers funding for activities in each of the following ten centres. The total funding pool available is \$120,000.

| Funding Category | Available funding |
|---|-------------------|
| Cleveland | Up to \$12,000 |
| Capalaba | Up to \$12,000 |
| Victoria Point | Up to \$12,000 |
| Alexandra Hills | Up to \$12,000 |
| Birkdale | Up to \$12,000 |
| Redland Bay | Up to \$12,000 |
| Wellington Point | Up to \$12,000 |
| Mount Cotton | Up to \$12,000 |
| North Stradbroke Island (Minjerribah): Dunwich or Point Lookout | Up to \$12,000 |
| Southern Moreton Bay Islands: Russell Island, Macleay Island or Lamb Island | Up to \$12,000 |

*Where the program is undersubscribed or a defined centre does not receive an eligible application, Council reserves the right to fund more than one application per centre.



Eligible activities

Initiatives can include, but are not limited to:

- Movies in the Park
- Trader markets
- Live local entertainment on an outdoor stage
- Decorative lighting and temporary furniture in street
- Eats and beats events
- Local business pop-up stalls (for village-specific businesses without a permanent premises in pop-up event space)
- Local community group stalls
- Child and youth-focused activities
- Food truck market

Applicant eligibility

| To be eligible, organisations must: | The following organisations are ineligible: |
|---|--|
| <ul style="list-style-type: none"> • Be based in Redland City. • Have an Australian Business Number (ABN) or Statement by Supplier, and be a not-for-profit incorporated organisation. • Be operating and financially viable, free of debt to Council. • Be able and agree to accept legal and financial responsibility for the grant. • Have no outstanding unacquitted grants or sponsorship with Council. • Have a bank account in the name of the legal entity. | <ul style="list-style-type: none"> • For profit businesses.* • Government or semi-government organisations i.e. hospitals and libraries.* • Public and private education institutions (i.e. primary, secondary and independent schools, or tertiary institutions).* • Child care and after-school care service providers and Parent and Citizens' Associations.* • Political parties and lobby groups. • Organisations supported through Council's Targeted Funding Allocations to deliver community services, if applying for the same project. • Applicants that have outstanding rates or debts to Council. • Applicants that have not acquitted previous grants. • Organisations that hold a license for more than 20 gaming machines.* |

* Ineligible organisations may be auspiced by an eligible organisation. An auspice agreement is required to be obtained prior to submitting an application.

Further information can be found on Council's auspicing fact sheet at the following link:

https://www.redland.qld.gov.au/download/downloads/id/3664/what_is_sponsoring_auspice_fact_sheet.pdf

Application requirements

The initiative must be delivered in one of the below centres:

- Cleveland
- Capalaba
- Victoria Point
- Alexandra Hills
- Birkdale
- Redland Bay
- Wellington Point
- Mount Cotton
- North Stradbroke Island (Minjerrabah): Dunwich or Point Lookout
- Southern Moreton Bay Islands: Russell Island, Macleay Island or Lamb Island

The application must:

- Demonstrate collaboration (or plans for collaboration) with traders in respective centres.
- Demonstrate that the initiative will be held and funds expended within the 2023 calendar year.
- Disclose any relationship between the individual or organisation quoting on expenditure and the organisation submitting application.
- Ensure activities do not commence before the funding agreement is signed and received by Council.
- Provide written land owner's consent where the project is on Council owned or managed land, or owned by a third party.
- Demonstrate wider community benefit to multiple target groups.
- Ensure that any administration costs included are less than \$600 or 5% of the total project cost (whichever is least) and demonstration is shown that these significant costs will need to be incurred for the delivery of the initiative.
- Demonstrate that permits for festivals and events requiring a Temporary Entertainment Event Permit under Local Law 1.12. *Operation of Temporary Entertainment Events* Permits are in progress or obtained, prior to submitting an application. If approvals are not required this should be confirmed in writing.
- Demonstrate that any equipment purchases are essential for the delivery of the initiative.
- Provide an itemised budget for the project, event or activity including all income, expenditure and in-kind costs.
- Provide one written itemised quote for all expenditure items outlined in application.

Applicants are required to submit documents to demonstrate appropriate governance and management processes for the project, event or activity. For initiatives that involve running an event, there are a number of templates available for reference at the following link:

<https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

Applicants must adhere to all current State and Federal Government COVID-19 restrictions and policies regarding their initiative. For information on COVID Safe Events, view Council's events portal webpage at the following link:

<http://events.redland.qld.gov.au/develop-an-event-plan/#COVIDSafeEventPlan>

Eligible expenditure

Approved expenditure items may include:

- Venue hire
- Equipment hire (e.g. stage, lighting, sound and electrical, tables and chairs, marquees, etc.)
- Entertainment (e.g. musicians, rides, games, live performance, face painting, etc.)
- Marketing and promotion
- Traffic management
- Ticketing fees
- Consultant or contractor fees (must have relevant licence).

Ineligible activities

The following are ineligible for funding:

- Projects, activities or events that conflict with Council initiatives, local laws or permit requirements.
- Projects of a political nature or those which incorporate any political activities.
- Day-to-day operational costs for an organisation, including staff wages, rent and insurances unless there is evidence it is an additional expense incurred by the funded project. (Evidence must be provided that this is an additional expense and acquitted appropriately.)
- Projects for fundraising purposes where proceeds will be provided to a third party.
- Projects considered the core responsibility of other levels of government.
- Payment of debts to any entity including Council.
- Initiatives in competition or conflict with Council.
- Project costs already supported through other Federal or Queensland Government funding.
- Projects operated for commercial purposes.
- Project costs incurred outside the funding period (no retrospective funding available.)
- Projects which are inconsistent with Council's Corporate Plan.
- Funding for alcohol, donations, prize money or the purchase of prizes including gift cards.
- Purchase of vehicles or large capital items.
- Capital works.

How is an application assessed?

The applicant and project must be eligible for funding to be considered. Only information contained in the application will be assessed.

The project will be assessed and weighted on the quality of the information and how well it meets the assessment criteria identified below.

The Village Events and Activation Grant is to support not-for-profit organisations and village traders to deliver initiatives that increase, activate and enhance the vibrancy of the centres and stimulate local economic activity.

Program / Strategic Priorities

- Initiatives that provide social and economic benefits, such as increased visitors, expenditure and enhance vibrancy and culture to the centre.
- Event location highlights focus on one of the identified centres, has good visibility to promote and attract participants, and is safe and easily accessible.

Partnerships

- Evidence of collaboration from Village Traders and other relevant organisations in either the planning or delivery of the project; and
- Evidence of partnership contributions either in-kind or monetary.

Ability to Deliver

- Applicants must demonstrate that they or their suppliers hold appropriate qualifications and/or level of experience to deliver the proposed project.
- A project plan or event management plan demonstrating the capacity of the organisation to undertake all aspects of the project; including planning, delivery, marketing, meeting deadlines and evaluation of project.
- Budget is comprehensive, realistic and represents value for money.
- An in-kind and/or monetary contribution towards the overall cost of the project is evident.

Council reserves the right to offer applicants a lesser grant funding amount than requested.

If you have previously been approved for grant funding from Council, the delivery and outcomes of those projects will be taken into consideration.

How does an applicant apply?

Applicants must register and apply for funding through Council's website using the online application portal *SmartyGrants*.

Applicants will receive an email acknowledging receipt of their application. This email will contain a unique reference number which should be quoted when making enquiries about your application.

Before registering or applying, applicants must thoroughly read and understand these guidelines. The guidelines are updated every round.

How often can an applicant apply?

An eligible applicant can submit one application per funding stream.

No out-of-round applications will be considered.

Timing / important dates

There will be one funding round of the Village Events and Activation Grant in FY2022/23. The funding round will be open for a period of four weeks from the 6 February 2023 to 5 March 2023. Applications can only be submitted when the funding round is open.

The grant assessment process may take up to two (2) months from close of round.

Successful applicants will have from date of signed funding agreement until 31 December 2023 to deliver their initiative.

Approval process

Applicants that are successful in obtaining grant funding will be advised in writing and required to:

- Enter into a Village Events and Activation Grant Funding Agreement and agree to its terms and any special conditions within the specified timeframe; and
- Provide an invoice before payment will be processed.

Unsuccessful applications will have the opportunity to seek feedback.



Funding conditions

Project monitoring and reporting

Grant recipients must acquit funds that have been provided at the completion of the initiative. This includes providing adequate receipts or evidence of approved expenses that at least equal the grant amount. For this purpose, you are required to keep all receipts for items purchased. Statutory declaration or certification from external auditors in lieu of receipts will not be accepted.

Should an applicant not acquit their grant, they will remain ineligible under future rounds until such time as the acquittal is provided and meets Council's satisfaction.

Grant funding acknowledgement

Grant recipients must acknowledge Council's Village Events and Activation Grant funding when marketing and holding the initiative. Requirements will be outlined as a condition of funding in the Village Events and Activation Grant Funding Agreement.

Acquittals and reporting

Grant recipients must acquit funds that have been provided within 14 days following the project end date. This includes providing adequate receipts, invoices showing a \$0.00 balance to evidence payment of project expenditure that equals the amount of the grant. Statutory declaration or certification from external auditors in lieu of receipts or invoices will not be accepted.

A brief acquittal report must be submitted online through *SmartyGrants* detailing performance measures for the project including evidence of completed activities such as photographs or copies of documentation. A site visit can also be arranged with the Community Grants Team. Funds expended that are not in line with the agreed project will be recalled by Council after the initial acquittal is received.

Repayment of grant

You must repay to Council:

- a) Any part of the funding spent on purposes not approved within the funding agreement.
- b) Unless otherwise agreed, any and all unexpended funds greater than \$100, within 30 days of the earlier of:
 - i) The project end date; or
 - ii) Termination of the funding agreement.

All repayments must reflect any associated Goods and Services Tax (GST) component relating to the original payments.

Variations

Funding must be used in accordance with the Village Events and Activation Grant Funding Agreement. Any changes to the project undertaken or the project duration must be approved in writing by Council.

Requests for variation must be submitted online through *SmartyGrants* by completing the Variation Request Form before the project end date. Approval must be sought and approved by the Community Grants team in writing before you undertake any changes.

Variations cannot be sought after the Funding Agreement end date.

Support and assistance

The Community Grants Team can provide information to applicants about the Village Events and Activation Grant Program and are available to discuss and provide assistance with the development of your project and/or application.

For general information on holding events in Redlands Coast see the [Redland City Council Event Information Kit](#). For advice about holding an event in Redlands, including event approval and venue application forms, please contact the Community Events Team.

Applicants are strongly encouraged to seek assistance with their application to ensure their application meets the objectives of the program and to increase the chances of being successful in receiving funding.

COMMUNITY GRANTS TEAM

Phone: (07) 3829 8999

Email: grants@redland.qld.gov.au

COMMUNITY EVENTS TEAM

Phone: (07) 3829 8999

Email: events@redland.qld.gov.au

Additional information

Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons. Evidence of public liability insurance cover (AUD\$20 million minimum) must be submitted with the application.

The applicant is also responsible for ensuring a safe work environment in accordance with the *Work Health and Safety Act 2011 (Qld)* and its associated Regulation and Codes of Practice.

Where applicable, the applicant is to obtain and maintain workers' compensation insurance in accordance with applicable legislation and where relevant, ensure appropriate Council approvals can be obtained to complete your project.

Temporary Entertainment Event Permit

Provision of grant funding for events will be dependent on approval of a Temporary Entertainment Event Approval under Redland City Council's Local Laws through Council's Environmental Health Team.

A Temporary Entertainment Event Approval must be obtained or in progress, prior to submitting your funding application. If you do not need any approvals you will need this confirmed in writing.

Fees and waivers

Applications for fee waivers or discounts for a Temporary Entertainment Event Approval, venue hire or traffic permits are a separate process and are the responsibility of the applicant to contact the appropriate area directly regarding the application.

Please note, an application does not guarantee a fee waiver or discount for an event approval, venue hire or traffic permit. Applicants must take this into consideration when developing their budget.

For more information regarding:

- Temporary Entertainment Event Approval, see [events](#), or alternatively please contact Environment and Health on (07) 3829 8999.
- Venue and/or hall hire, see [halls and venues](#), or alternatively please contact City Sports and Venues on (07) 3829 8999.
- Traffic permits, see [traffic management permits](#), or alternatively please contact Roads and Drainage Maintenance on (07) 3829 8999.

Australian Business Number (ABN)

All applicants must have an ABN. Organisations that have not registered for an ABN will have withholding tax of 47.0 per cent deducted from their payment if they do not complete a 'Statement by a supplier' form. To obtain a form, visit Council's [grants website](#).

To register for an ABN, contact your accountant or visit the Australian Business Register at www.abr.gov.au.

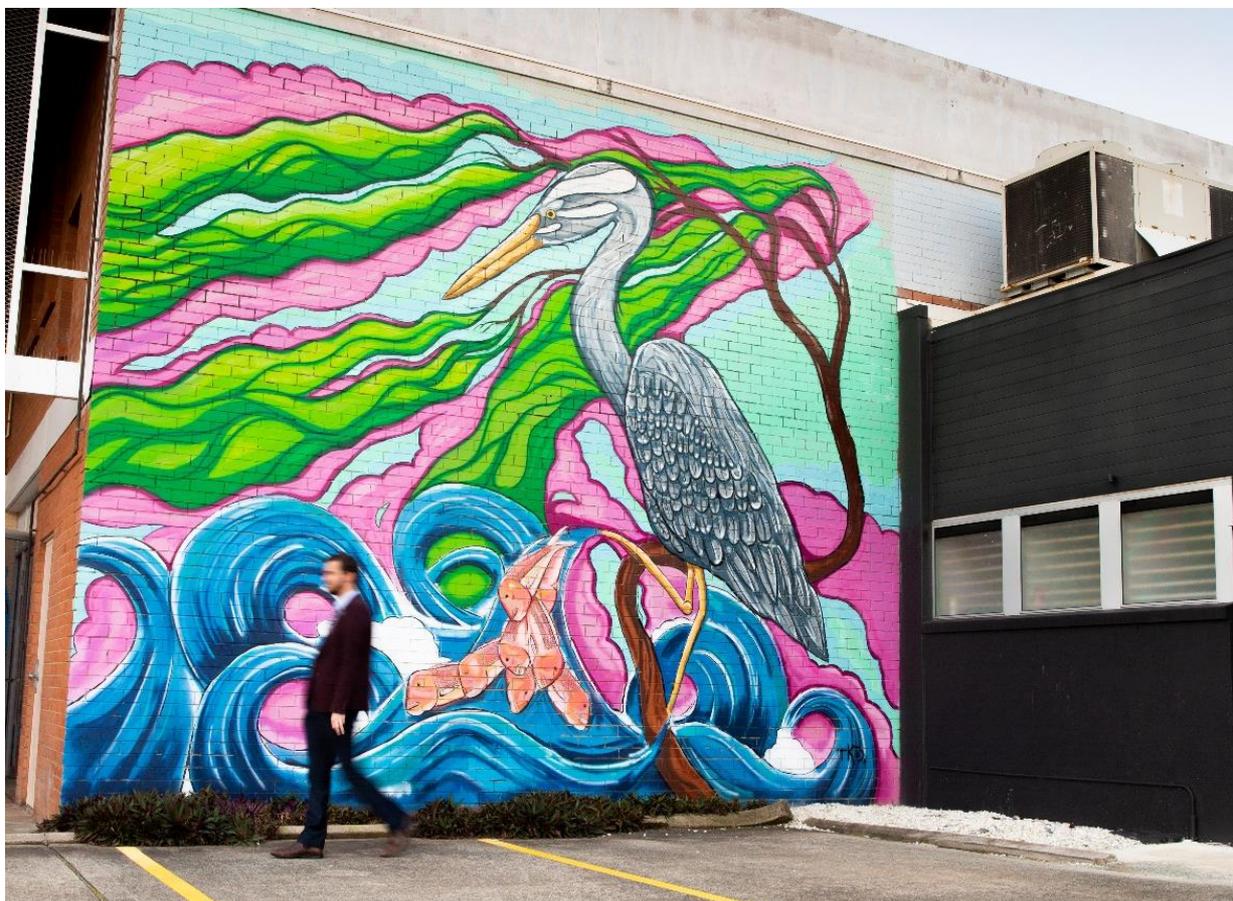
Goods and Services Tax (GST)

Applicants must advise whether they are registered for GST. GST can affect your grant in the following ways:

- Total amount paid for goods and services purchased using the grant funding.
- Total grant or sponsorship funding approved.

If an application submitted by an organisation which is registered for GST is successful, an additional 10% will be automatically added to the grant or sponsorship amount to cover the GST component. This will ensure no out-of-pocket expenses for organisations that are registered for GST.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 24 78 or www.ato.gov.au



Definitions

| Term | Definition |
|---------------------------|---|
| Acquit | To report to Council the outcomes of assistance provided through a Sponsorship or Grant through an online form provided. |
| Applicant | An organisation that is eligible to submit an application for Sponsorship or Grant. |
| Assessment criteria | Criteria that have been developed for assessing applications received and guiding funding distribution. |
| Capital works | Works undertaken to create a new asset or space, or to change the use, function or layout of an existing asset or space; may include provision of new building infrastructure. |
| Centre | A centre listed in the Village Events and Activation Grant Program, defined as 'local centre' and above in the Redland City Plan – Version 8 . |
| Community Grants Team | A team within Redland City Council's Communities Group, responsible for administration of the community grants and sponsorship programs. |
| Commercial purposes | The carriage of persons or property for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit. |
| Community organisation | (a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit. |
| Council | Redland City Council. |
| Eligibility criteria | Criteria that must be met for an application to be assessed for funding. |
| Exceptional circumstances | The conditions required to grant additional powers to a government or government leader so as to alleviate, or mitigate, unforeseen or unconventional hardship. |
| Funding conditions | Conditions that apply to the allocation and use of funds. |
| Incorporated body | An organisation, group or other entity that is legally incorporated. This includes entities incorporated under the 'Associations Incorporation Act 1981', 'Corporations Act 2001' (Commonwealth), 'Aboriginal Councils and Associations Act 1976' (Commonwealth), 'Cooperatives Act 1997', 'Commonwealth Services (Aborigines) Act 1984', 'Community Services (Torres Strait) Act 1984' and organisations with non-profit objectives by an Act of Parliament and approved by The Treasurer. |
| In-kind contribution | Support, other than money, provided by Council towards an event, project, service or activity. This can include, but is not limited to fees and waivers, traffic management, event promotion or donated goods and services. |

| Term | Definition |
|--|---|
| Operational costs | The cost associated with the activities and services of an organisation e.g. insurance and wages. |
| Organisation | A not-for-profit incorporated body or for-profit entity. |
| Project | A temporary undertaking with a defined beginning and end to create a unique product, service or result and includes a festival, event and/or service. |
| Recipient | The organisation that is successful in their grant application. |
| Round | The period of time in which funding submissions can be accepted. This consists of an open and close date. |
| Village Events and Activation Grant (VEAG) | Redland City Council's Village Events and Activation Grant available to the Redlands Community. |