FESTIVAL AND EVENTS GRANT PROGRAM GUIDELINES 2021

COMMUNITY GRANTS | MANNINGHAM

Everything you need to know about applying for a Festival and Events Grant

The Community Grants Program provides a framework for Manningham Council to fund a range of activities. The aim of these activities is to achieve positive outcomes for the community and align with key Council plans and strategies.

These Guidelines describe how groups and organisations can access funding from Council for activities that have a direct benefit to the people who live, work or recreate in Manningham.

To apply for a Festival and Events Grant, please follow these steps:

1. Learn more about the Festivals and Events Grant objectives and funding details to make sure that your program is suitable for this grant (page 3)
2. Check out the eligibility criteria to ensure that your organisation is able to apply
3. View our strategic documents and council plans. Remember that your application needs to align with Council's plans
4. Learn the steps involved in applying for a grant and understand all the information you will need to provide
5. Read the assessment criteria so you know what our Community Grants team is looking for in your application
6. Complete the application checklist to make sure you have all the information you need ready to fill out an application
7. View the Terms & Conditions and Glossary
8. View the sample Project Plan, Evaluation Framework and Budget templates (pages 10-12)
9. Speak to a member of our Community Grants team prior to submitting an application or for assistance. Contact the Grants Team on 9840 9305 or 9840 9377 or by email: grants@manningham.vic.gov.au
10. Submit your application on Smartygrants: **https://manningham.smartygrants.com.au/**

Festival and Events Grants - Key Dates	
Grants Open	Monday 8 February 2021, 9.00am
Grants Close	Monday 15 March 2021, 5.00pm
Assessment of Applications	April - May 2021
Recommendations considered by Council	June 2021
Applicants Notified	July 2021
Information Sessions and Grant Writing Workshop	
Grant Writing Workshop	Thursday 18 February 2021, 6.30 – 9.00pm via Zoom
Community Grant Information Session	Wednesday 10 February 2021, 6.30pm – 8.00pm via Zoom
Community Grant Information Session	Tuesday 16 February 2021, 2.00pm – 3.30pm via Zoom

To book into any of the above sessions or to find out more about upcoming events visit: https://www.manningham.vic.gov.au/community-training-program

1. Festival and Events Grant

The Festival and Events Grants enables not-for-profit groups and organisations to support community led festivals and events that attract visitors to Manningham and activate key locations.

The Festival and Events Grant category will support applications that:

- Support community based festivals and events
- Support visitor attraction initiatives

1.1.1. Objectives

Festival and Events Grants aim to:

- Enable the delivery of one-off community-led, festivals and events throughout the municipality;
- Contribute to the vibrancy and liveability of the City of Manningham;
- Celebrate our cultural diversity through cross cultural engagement and participation;
- Encourage partnerships between groups, organisations and businesses for the delivery of improved outcomes;
- Foster community spirit and sense of belonging through events, activities and festivals;
- Encourage innovation and best practice.

Festival and Events Grant applicants must demonstrate how the activity will achieve **at least two** of the grant objectives above to be eligible for funding.

1.1.2. Funding details

Allocation	Funding between $3,001 and $20,000 is available. Allocations are for one financial year and are not recurrent. The total notional allocation is $70,000 per annum.
Timing	There is one Festival and Events Grant funding round per year - available annually in February.
Funding announcements	Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA). Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

1.1.3. What types of activities might be funded?

Examples could include:

1. An event or festival that showcases Manningham's heritage and/or cultural diversity.
2. Celebration of culturally significant dates that the whole community can participate.
3. Emerging and new events or festivals that target local community engagement.
4. Festivals or events that support and/or celebrate local history.

    Please note: Individual artists are not eligible to apply but can be auspiced by a Not for Profit.

2. Eligibility: Who can apply for a grant?

We check all grant applications against our eligibility criteria. At this stage of the assessment process, anyone who is not eligible will be removed from the process.

Grant applications must be from:

- A not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or

- Auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or

- A school. Schools are encouraged to partner with community groups in activities that benefit the wider community.

What does "Auspice 'mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

In addition to the above criteria, organisations must also:

- Be located or deliver activities within the City of Manningham

- Have appropriate insurance

- Determine legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check may be required

- Have no outstanding debts to Council

- Provide an Incorporation Number

- Provide an ABN or completed Statement by Supplier form

- Complete a Project Plan (example page 10)

- Complete an Evaluation Framework (example page 11)

- Provide written quotes for all expenditure items over $1000 that are essential for the delivery of the activity

- Apply before the closing date.

Council's Community Grant Program also offers grants in the following categories: Arts, Festival and Events, Community Partnership and Small Grants.

Applicants may apply for a grant in more than one grant category each financial year however the application must be for a different activity. A separate application form for each grant category must be completed and submitted by the due date.

Late applications will not be accepted under any circumstances. For more information on application requirements please refer to the Checklist on page 13.

Funding in the annual grant categories is for one-off projects and activities, however requests for funding for a second year of a project or activity may be accepted in the Festival and Events category. To meet the criteria for second-year funding, applicants will need to demonstrate how the second year expands on the initial project and to demonstrate the need for additional funding.

2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- An individual

- A community organisation that is not incorporated, unless they partner with a not-for-profit incorporated organisation ("auspice")

- A commercial organisation.

> **What is an "Incorporated Association"?**
>
> Being incorporated refers to an organisation that has a legal identity of its own, recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations

2.2. What will not be funded?

Applications will not receive funding if sought for equipment or activities that:

- Are inconsistent with Council priorities or Community Grant Program aims

- Are the responsibility of other tiers of government (e.g. State, Federal)

- Have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)

- Have a religious or political purpose which seeks to promote core beliefs

- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need

- Items which would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration

- Are funded through other Council programs or activities, including grants and sponsorship programs

- Are Council owned and run

- Provide catering, unless it can be demonstrated that it is part of the core delivery of the activity

- Offer social outings and gatherings, unless it can be demonstrated it is a core part of the activity delivery

- Seek conference sponsorship ie: financial or technical support

- Seek debt payment support

- Support grant giving or fundraising programs

- Are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered

- Are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)

- Are for building amenity improvements

- Are listed as a sports club responsibility as set out in Council's Outdoor Sports Infrastructure Guidelines www.manningham.vic.gov.au/find-a-sporting-venue

> **Please note:** Council owned kindergartens / child care centres / playgroups / toy libraries can apply to the Minor Capital Works Funding Program to request small refurbishments for building or playground works. For more information contact the Community Facilities Project Officer on 9840 9333.

3. How to apply

3.1. Application Process

Step 1. Confirm that your organisation is eligible to apply

Step 2. Identify which grant category you plan to apply for

Step 3. Discuss your application with Council's Grant Team
• This step is mandatory for Community Development, Arts, Festival and Events Grant applications

Step 4. Consider the assessment criteria and prepare your application, including supporting documentation

Step 5. Login to Smartygrants and complete your application
• Visit: https://manningham.smartygrants.com.au

3.2. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Applicants applying for the Festival and Events grants are required to discuss their proposal with Council's Grants Team before submitting an application.

Council's Grants Team is available to provide support to groups and organisation that require assistance with their grant application including advice on the proposal, how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter is also available.

The application form in Smartygrants will also be available in a Simplified Chinese version.

Contact the Grant Team on 9840 9305 or 9840 9377 or by email: grants@manningham.vic.gov.au

Organisations are also encouraged to attend Grant Information Sessions and training opportunities. For bookings, or to find out more about upcoming events, visit www.manningham.vic.gov.au/community-training-program

4. Assessment Criteria for Festival and Events Grants

Festival and Events Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100%.

All applicants are required to provide **clear evidence that the activity directly responds to a specific community need, interest or service gap**. Please refer to the Assessment Criteria below for further details.

Assessment Criteria	What you should include in your application	Criteria weighting
What is the activity you are applying for and what will it achieve?	• Provide a clear description of the activity you are seeking funding for and its objectives.	Required
	• Include an explanation as to how the activity aligns with two (2) or more of the grant category objectives (see page 3).	15 per cent
	• Include details about the proposed short or medium term impacts of the activity (the desired end result). Provide a description of how the activity incorporates innovative practices.	10 per cent **Total 25 per cent**
Why is the activity needed?	• Provide a clear description of the community need, issue or opportunity that your activity is responding to.	10 per cent
	• Include information that supports your application, such as demographic data, letters of support, feedback from consultation or community plans or strategies.	5 per cent
	• Provide evidence to demonstrate how the activity aligns with one or more of Council's key plans and strategies (see page 2 for more information).	10 per cent **Total 25 per cent**
Who will benefit from the activity?	• Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity (e.g. socially isolated, vulnerable, older residents, diverse, women, men, LGBTQI, indigenous).	15 per cent
	• Where appropriate, explain if the activity will attract a broader audience including residents from outside of the municipality.	5 per cent **Total 20 per cent**
How will the funded activity be managed over the funding period?	• Provide an overview of your group/organisations capacity to deliver the activity. This must include information demonstrating past experience in effectively delivering and marketing similar initiatives and details of the project manager.	20 per cent
	• Information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Applicants must include supporting documentation that confirms any commitments made by nominated project partners.	5 per cent
	• Provide an outline of how the benefits of the activity will be sustained once funding has been expended	5 per cent **Total 30 per cent**
Project Plan and Evaluation Framework	• Complete the Project Plan listing the key tasks, person/s responsible and timeframes to complete the activity. • Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success.	Required
Budget	• Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. • All expenditure items over $1,000 will require a written quote. • Applications that include formal estimates/quotations for specific goods or services that are below $1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all expenditure.	Required

4.1. Project Plan

A completed Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

Failure to provide a Project Plan may result in your application being deemed ineligible. If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan template is included in the SmartyGrants application form. A sample Project Plan is available in Appendix A – Project Plan Examples on page 10.

4.2. Evaluation Framework

A completed Evaluation Framework is required for Events and Festival grants. Failure to provide an Evaluation Framework with your application may result in your application being deemed ineligible.

Evaluation is important because it enables organisations to plan for specific program and activity outcomes and to measure how well the activity was delivered and whether it achieved what it set out to do.

The Evaluation Framework template is available in the SmartyGrants application form. A sample Evaluation Framework is available in Appendix B – Evaluation Framework Examples on page 11.

4.3. Budget and quotes for budgeted expenses

Your budget should reflect the scope of your activity and include all income and expenditure that relates specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal**.

4.3.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.
For example:
- Your organisation's financial contribution
- Your organisation's "in-kind" contribution
- The grant amount you are seeking from Manningham Council
- Grants you are seeking from other funding bodies
- Sponsorship, donations or other funding

Please indicate whether funding is confirmed or unconfirmed.

> **What is "in-kind" contribution?**
>
> An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a $ value, for example the estimated value of volunteer time is $41 per hour.
>
> Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

4.3.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over $1000 that are essential to the delivery of the activity. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in Appendix C on page 12.

Applications that include formal estimates/quotations for specific goods or services that are below $1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure.
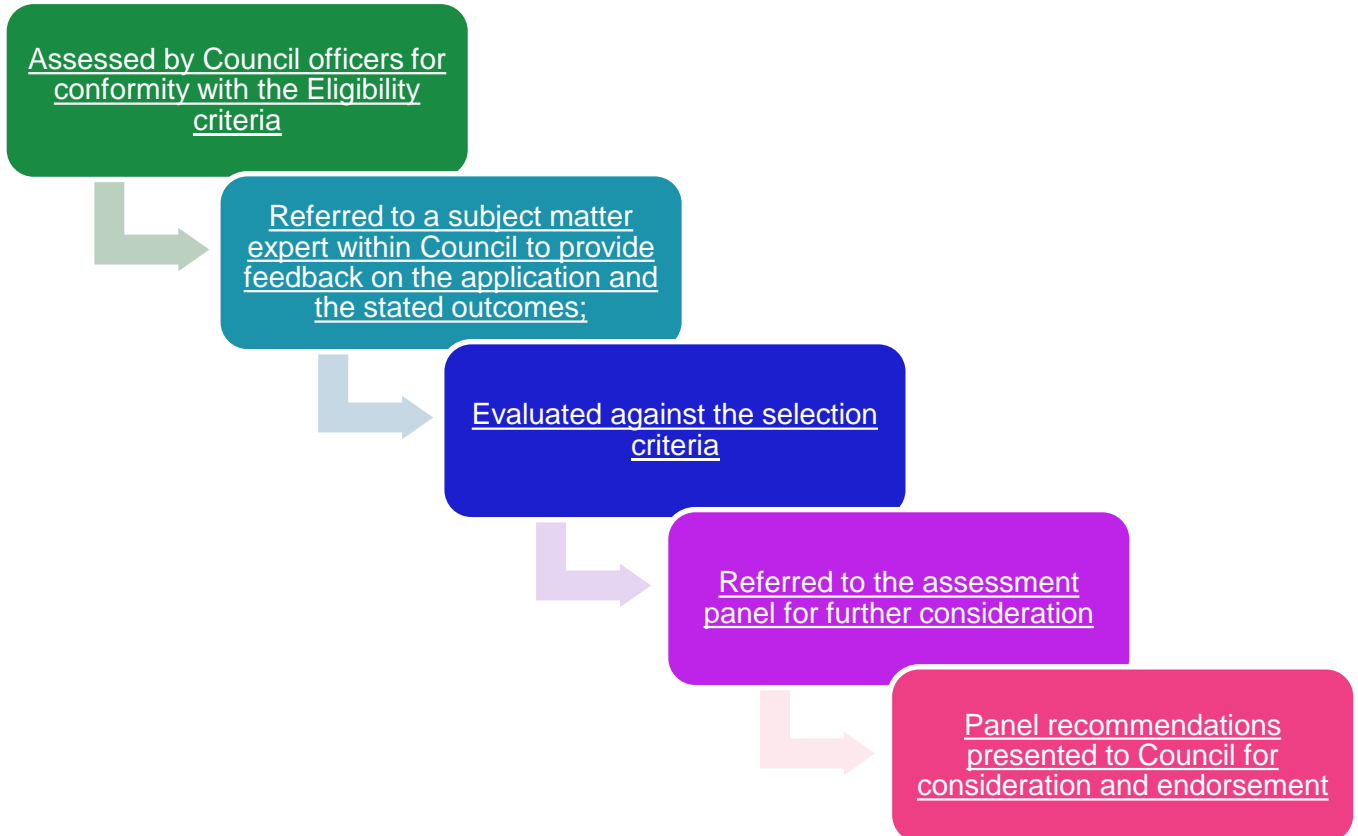
4.3.3. GST status

Organisations must indicate their GST status in their application. Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

Successful organisations with an ABN and registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

4.4. Assessment process

The process for assessing the annual grants applications will, at a minimum, ensure that applications are:

Assessed by Council officers for conformity with the Eligibility criteria

Referred to a subject matter expert within Council to provide feedback on the application and the stated outcomes;

Evaluated against the selection criteria

Referred to the assessment panel for further consideration

Panel recommendations presented to Council for consideration and endorsement

To assist with decision making, the applicant may be asked to provide additional information during the assessment process.

4.4.1. Notification process

Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA).

Funding is provided for the term specified in the Funding and Service Agreement. Applicants are to consider their ability to continue to fund the program or activity beyond the funding period in the program planning (for example, through sponsorships or other fundraising activities).

Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

A list of successful applicants will be published on Council's website approximately one month after all applicants have been notified of the outcome of their application. This information can be found at www.manningham.vic.gov.au/community-grant-program

Appendix A – Project Plan Examples

Project Plan example - Event

Anticipated Project Start Date: August 2021   **Anticipated Project End Date:**   June 2022

Key tasks *List key tasks in order that they will be completed*	Person responsible *List who will be responsible for the completion of the task*	What will show that you have completed the task? *List the key outputs*	Date to be completed by
1. Establish a project working committee	Project Officer	Committee established and meeting monthly to plan for the event. Project plan developed and reviewed at every meeting. Progress updates recorded in minutes. Organise insurance, marketing and logistics etc..	August 2021
2. Meet with Council, community agencies, community organisations and other potential partners to consult and plan content of event.	Committee Chair	Complete and submit Event form including risk and traffic management plans to Council. Check that all compliance and health regulations are met be all relevant stall holders.	September 2021
3. Book infrastructure including staging requirements, marquees, stall holders, performers and food vendors.	Project Officer	Event program is developed and finalised. Performers are confirmed. Stall holders and food vendors are booked	October 2021
4. Develop marketing plan including social media, flyers, advertisements in local and ethnic newspapers, radio and real estate boards throughout the local area.	Project Officer and activity partners	Marketing plan developed. Promotional material designed, printed and distributed. Website and social media posts developed.	November 2021
5. Develop logistic and event plan	Project Officer	Site plan completed	November 2021
6. Finalise and launch Marketing Plan	Project Officer and activity participants (young people and mentors)	Events and Marketing Plan developed and launched	February 2022
7. Present theatre production	Activity committee and participants	Theatre production presented over five nights	June 2022
8. Evaluate activity and submit Activity Completion Report	Project Officer	Activity Completion Report submitted via SmartyGrants	August 2022

Appendix B - Evaluation Framework Example

Evaluation Framework example – Event

Project / program objectives *List the objectives of the activity below*	Proposed outcome(s) *List the key proposed outcome(s)*	Measure or Indicator *List how you will measure the outcome(s) of your activity*	Timeline *When will the outcome(s) to be delivered*	Evaluation Reporting *This column is to be populated once the activity has been completed and measures collected*
To enhance the health and wellbeing of young people with a mental illness by supporting them to deliver a theatre production **To develop the leadership capacity of young people with a mental illness through mentoring and leadership opportunities**	Project committee established Objectives and evaluation measures finalised Young people and mentors are engaged in the project Events and Marketing Plan developed and launched Presentation of a theatre production over five nights in June 2022	Demonstrable improvements in the health and wellbeing of young people involved Improved participant leadership skills and competency Social networks established between participants and mentors Theatre audience knowledge and understanding of the issues associated with mental health and wellbeing enhanced, including those specific to young people	November 2021 February 2022 February 2022 March 2022 June 2022	15 young people participated in the production Participant survey indicates: improved sense of health and wellbeing development of social networks improved leadership skills and participant confidence Survey findings attached 25 percent of participants are committed to continuing in the theatre longer term 150 people attended. Attendee reviews indicate: positive feedback (100 percent) increased knowledge and awareness of health and wellbeing issues (70 percent) Refer to attached survey findings

Appendix C – Budget Examples

Budget example – Event

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution **What is your organisations budget for the activity?**	$ 2,320 (CF)
Amount you are seeking from Manningham Council **If registered for GST, don't add GST here, we will do so if you are successful.**	$ 5,600 (UF)
Expected ticket sales **e.g. $5 x 120 tickets**	$ 600 (UF)
Other (please detail) **Please detail any other types of funding here. This could include a fundraising activity (example: chocolate drive), or contributions from a partnering organisation.**	$ 400 (CF)
Your organisation's in-kind contribution **What is your organisations in-kind contribution to the activity?**	$ 820 (CF)
Total Income (A)	**$ 9,740**

Expenditure	Amount
Project Facilitator / Manager **Example: theatre production manager @ $40/hr x 60hrs (includes script writing, set design, casting, ticket sales, staff and venue liaison, etc.)** **Note: ongoing salaries are not eligible**	$ 2,400
Project Workers (please detail) **Example: drama teacher for workshops @ $35/hr x 60 hrs (includes drama workshops – 16 x 2 hrs, rehearsals and performance night support)**	$ 2,100
Materials (please detail) **Example: costumes $1,000, set construction $1,000**	$ 2,000
Insurance **e.g. public liability for workshops**	$ 200
Venue Hire **e.g. theatre hire for rehearsals and performance** **Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding**	$ 1,000
Equipment hire / purchase (please detail) Example: **hire disco lighting for use during performance**	$ 400
Transport / logistics **Example: community bus to and from rehearsals**	$ 240
Advertising and Promotion **example: fliers and posters (all other will be free publicity)**	$ 500
Other (please detail) **example: copyright for use of music score**	$ 80
In-kind **example three volunteers @ $41 for 10 hours**	$ 820
Total Expenditure (B)	**$ 9,740**

Note: Income (A) and Expenditure (B) must balance.

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Checklist: Information you must provide

Eligibility requirements		
To apply you must be one of the following:		
• Not- for- Profit (NFP) or Incorporated Association	☐	Please note that individuals and commercial organisations are not eligible to apply.
• Public Company Limited by Guarantee	☐	
• Auspiced by a NFP	☐	
• School	☐	
You must include with your application:		
• Incorporation Number	☐	If your organisation does not have an ABN, you must complete a Statement by Supplier Form. Visit: www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/
• GST Status	☐	
• ABN or completed Statement by Supplier form	☐	
• Current Financial Statement	☐	
• Current Public Liability Insurance	☐	
• If you are being auspiced by a NFP, your organisation will need to provide written advice from the organisation that has agreed to manage the grant and / or the funding	☐	
Your activity must be:		
• Be located or delivered within the City of Manningham	☐	page 4
Prior to commencing your application:		
• Contact Council's Grants Team to discuss your application	☐	9840 9305 or 9840 9377
• Determine which Grant Category you would like to apply in: 1. Community Development ($3,001-$20,000) 2. Arts ($3,001-$20,000) 3. Festivals and Events ($3,001-$20,000) 4. Small Grants: - Community Strengthening Category (up to $3,000) - Equipment Purchase Category (50% co-contribution of the total cost of the equipment up to $1,500)	☐	https://www.manningham.vic.gov.au/community-development-grants https://www.manningham.vic.gov.au/arts-and-culture-grants https://www.manningham.vic.gov.au/festival-and-events-grants https://www.manningham.vic.gov.au/small-grants
• Attend an Information Session or Grant Writing Workshop (optional)	☐	Book: www.manningham.vic.gov.au/community-training-program
• Obtain a Working with Children Check if your activity involves interaction with children	☐	Visit www.workingwithchildren.vic.gov.au
• Register with Council's Events Team if you are planning an event	☐	Call 9840 9333 Email: events@manningham.vic.gov.au
• Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health and Safety, Child Safe Standards, Accounting & Auditing, EEO, Human Rights etc.	☐	https://providers.dhhs.vic.gov.au/compliance-child-safe-standards
• Acquit all previous grants	☐	No funding will be paid until all outstanding grants have been acquitted.
• Have no outstanding debts to Council	☐	
How to complete your application:		
• Agree to the Terms and Conditions of the Grants Program	☐	https://www.manningham.vic.gov.au/community-grants-program-terms-conditions-and-glossary
• Log in/ Register with SmartyGrants to complete your application	☐	Visit https://manningham.smartygrants.com.au
• Review and respond to the Assessment Criteria	☐	
• Complete the Project Plan, Evaluation Framework and Budget	☐	Examples on pages 10 - 12
What you must include in your application:		
• Quotes for expenditure items over $1000	☐	This can include a catalogue item or quote from a provider. Quotes for items over $1000 must be provided or the application may be deemed ineligible.
• Copy of your organisation's Public Liability Insurance • Copy of your organisation's latest financial statement • Include any letters of support (optional)	☐ ☐ ☐	

Contact Details

For further information, please contact Council's Grant Team on 9840 9305 or 9840 9377 or visit
https://www.manningham.vic.gov.au/community-grant-program

Interpreter service **9840 9355** | 普通话 | 廣東話 | Ελληνικά | **Italiano** | فارسی | العربية |

MANNINGHAM