



# 2024 - 2025 Community Grants and Event Sponsorship Program Guidelines

## What do we want to achieve through the Community Grants and Event Sponsorship program?

Borough of Queenscliffe seeks to support and promote a healthy, involved and creative community through Community Grants and Event Sponsorship. The 2021–2025 Council Plan has been developed around five strategic objectives; health and wellbeing, environment, local economy, heritage, planning and infrastructure, governance, and finance.

To ensure the Borough of Queenscliffe remains a haven for the historic, cultural and environmental values that make it a special place, Council has adopted a Community Vision with five pillars. Grant and sponsorship applications need to respond to these 5 pillars.

- Enhancing health and wellbeing
- Protecting Country and our natural environment
- Supporting business and community prosperity
- Encouraging an inclusive and engaged community
- Protecting and celebrating Wadawurrung and Borough heritage.

The Community Grants and Event Sponsorship program is open once a year with application open from mid-April to end of May.

**See Community Vision 2021-2031**

<https://www.queenscliffe.vic.gov.au/files/assets/public/v/1/documents/your-council/publications/council-plan-and-vision/boq-community-vision-2021-2031.pdf>

## Is your project or organisation eligible and which funding stream should I apply for?

### Community Grants

Grants of up to \$2,000 for local, Not for Profits and Community Groups to provide community focused projects and activities. Commercially motivated activities will not be eligible for a Community Grant. A budget allocation of \$20,000 has been identified for the 2024/25 Community Grants program.

**Read the Community Grants Policy.**



## Event Sponsorship

Event sponsorship is available to individuals, groups and organisations seeking funding from Council for an event within the Borough. funding is available for:

- Established and new events
- One-off and repetitive events
- Not-for-profit and commercial events

There are two sponsorship categories: Local Events up to \$5,000 and Minor Events up to \$10,000.

A budget allocation of \$20,000 has been identified for the 2024/25 Event Sponsorship program.

***Read the Event Sponsorship Policy.***

## How will your project be assessed?

Applications are assessed by a confidential Community Grants Advisory Reference Group and final decisions are formally endorsed by Council. The Community Grants Advisory Reference Group will consist of at least one (1) Councillor, three (3) Community Members, and council officers, as necessary. The Community Grants Advisory Reference Group serves a term of two years.

Projects must fit within one of the following priorities:

- Projects that support community wellbeing and encourage an active lifestyle.
- Projects that protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure
- Projects that support a prosperous and diverse local economy.
- Projects that have clear and achievable objectives and outcomes.
- Projects that are inclusive of all abilities.
- Projects that have a detailed project budget. Please include a copy of all quotes with the application.
- Projects that protect our environment and address climate change issues.

Strong consideration will also be given to projects that support the objectives of the community-led Climate Emergency Response Plan (CERP). The CERP is designed around three targets, and such targets will be achieved through a variety of actions



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that are directed by 8 Pillars. Please refer to page 10 and 11 of the CERP for more information.

See the **Climate Emergency Response Plan**

<https://www.queenscliffe.vic.gov.au/Residents/Sustainability/Climate-Emergency-Response-Plan>

## **What are the conditions of the funding?**

If your organisation is successful in obtaining funding from the Borough of Queenscliffe the applicant will be required to sign a funding agreement stating that your organisation will adhere to the following conditions while undertaking the funded project:

- Funds are allocated specifically for the project funded and cannot be used for any other purpose without prior formal written agreement from Council.
- Funds are required to be expended by 30 June 2025. Funds not expended by this date are to be returned to the Borough of Queenscliffe unless written permission is obtained from Council for an extension or variation to the project.
- Grant funds allocated to the organisation are **GST exclusive**
- Organisations and operators are required to meet relevant government legislative requirements (e.g. Occupational Health & Safety Issues, Equal Opportunity, Workcover, Planning/Building and Local Law Permits as needed).
- Organisations and operators are required to ensure volunteers are adequately covered by insurance.
- Organisations and operators are required to complete an Activity Acquittal Form and event evaluation by the date set out in the agreement.

***Please note; Organisations and operators will be ineligible for further funding where there is outstanding Acquittal documentation.***

## **How will you be notified about the result of the funding program?**

All applicants will receive an acknowledgement of receipt of their application by email. All applicants will be notified of the outcome of their application within 8 weeks of the close of applications. Successful applicants will be required to sign a funding agreement that outlines the conditions of the grant.



<p><b>Dates to Remember</b></p> <p>15 April 2024 - Applications Open 31 May 2024 - Applications Close Early July – Applicants notified of outcome.</p>	<p><b>What program funding stream is best for me?</b></p> <p>Please contact the Economic Development Team by phoning 5258 1377 or emailing <a href="mailto:events@queenscliffe.vic.gov.au">events@queenscliffe.vic.gov.au</a></p>
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