



SECURITY FEATURE IN THIS CHECK CONTAINS MICROPRINTED LINES THE ABSENCE OF WHICH MAY INDICATE A FAULTEFUL CHECK.

PAY LONG DRIVE FOR DROUGHT	NOT NEGOTIABLE	DATE 29-8-202
THE SUM OF FIVE HUNDRED DOLLARS		\$ 500-00

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CHRC central highlands regional council



# Community Support Program

SPONSORSHIPS, DONATIONS AND FEE WAIVERS

Council is dedicated to supporting local organisations by assisting with funding to deliver events and programs within the region for public benefit.

# COMMUNITY SUPPORT PROGRAM

Central Highlands Regional Council is proud to support the sustainable delivery of community, cultural, sporting and service initiatives that demonstrate benefit to the Central Highlands local government area.

Council has established a program to provide organisations with the opportunity to apply for various levels of assistance through the form of financial donations, in-kind assistance and fees and charges waivers.

## The Community Support Program enables council to create conditions that:



**SUPPORTS** local community organisations to effectively and efficiently deliver events and programs that benefit communities in the Central Highlands region.



**STIMULATES** community participation and engagement amongst residents and groups.



**PARTNERS** with organisations to deliver shared outcomes.



**FOSTERS** community pride and enables opportunities for community to gather, participate and celebrate.



**GENERATES** an increase of visitor numbers to the region.



# PROGRAM CATEGORIES

Council offers various forms of sponsorship for groups and organisations seeking assistance.

Program categories include:



## FINANCIAL ASSISTANCE

**Refers to:**

A cash amount or component provided for the assistance of the event or program.



## IN-KIND ASSISTANCE

**Refers to:**

Providing materials, services, equipment, traffic management, plant hire or human resources.



## FEES AND CHARGES WAIVER

**Refers to:**

The waiver of related fees and charges such as facility hire fees, excluding bond payments.



# Community Donations

FINANCIAL ASSISTANCE ONLY

Council acknowledges the contributions made by community organisations in the local government area and where possible, commits limited funds to help these organisations achieve their objectives. Council has established a **Donations Program** to provide community organisations with the opportunity to apply for financial assistance. Applications are considered on merit, taking into account the eligibility criteria and available funds.

Community Donations are assessed and determined in accordance with the **CCHRCP 0077: Community Support Program Policy**. Applications for this program are accepted all year round.

## Categories for the Community Donations Program are:

### Category 1 - School/College Bursaries and Awards (Maximum Bursary - \$200/institution)

**Intent:** To assist to fund bursaries and/or awards conferred upon students enrolled at educational institutions in the Central Highlands region. This category does not require an application and each school (primary and secondary schools separately), or college will receive funding automatically upon approval of the annual council budget.

### Category 2 - Performing Arts (generally funding limit - \$500/annum/group)

**Intent:** To provide funding assistance to those local organisations that coordinate events that aggregate the efforts of performing arts groups.

**Additional Selection Criteria; Applicants must be engaged in:**

Staging a cooperative/aggregated program involving local performing arts groups; and/or  
Offer a public concert showcasing the performers as part of the event.

### Category 3 - Small Communities Donations (Maximum \$500/annum/community)

**Intent:** To provide funding assistance to small communities who may wish to hold their own events of national or state significance, and where council is not hosting an event for the same reason in the same community e.g., Australia Day, Anzac Day.

### Category 4 - Sporting Groups and Community Organisations (Maximum \$500/annum/group)

**Intent:** To provide funding assistance to sporting groups and community organisations that are staging a cooperative/aggregated program involving local groups.

### Category 5 - State Based Organisations (Maximum \$10,000/annum/group)

**Intent:** To provide funding assistance to State Based Organisations (E.g. Rural Flying Doctors Service) who provide services within the region. Council will decide annually which organisations it will support.

### Category 6 - General Community Grant up to \$1,000 (per application)

**Intent:** To donate or grant funds to community groups for purposes other than those described elsewhere in this policy within budgetary limits.

**Eligibility and Selection Criteria:**

Directly support a demonstrated need within the community;

Provide a direct or indirect benefit for residents in the community;

Demonstrate that attempts have been made to raise funds from other sources.





# Event Assistance Grant

FINANCIAL ASSISTANCE, IN-KIND ASSISTANCE AND FEES & CHARGES WAIVERS

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## BEFORE YOU APPLY – GET PREPARED

### Develop a project/event plan by asking:

- What does this event/project bring to the Central Highlands region?
- Is there a community need for this event/project?
- What are you proposing to do?
- How are you going to achieve this?
- When are the key dates and milestones?
- Where are the main activities happening?
- Who is involved in this project? Do they have the skills to make it happen?
- What costs are involved? What services are required?



### Research and Evidence

- Who has done this type of event/project before? Talk to subject experts. Learn from their experiences.
- What are the statistics or results that support the need or benefit of your event/project?



### Identify Potential Funding Sources

- Funding is competitive, so it is not wise to rely on a single funding source.
- Research - what organisations fund the type of event/project you are planning? What are their priorities?
- Consider various opportunities to generate funding - fundraising, external sponsorships, crowdfunding, membership fees, etc.
- Look for mutually beneficial partnerships



### Know the Funder

- Read the relevant guidelines. What is the assessment criteria?
- Look at the categories of funding available in the program.
- Ensure you are eligible - both your organisation and the proposed project.



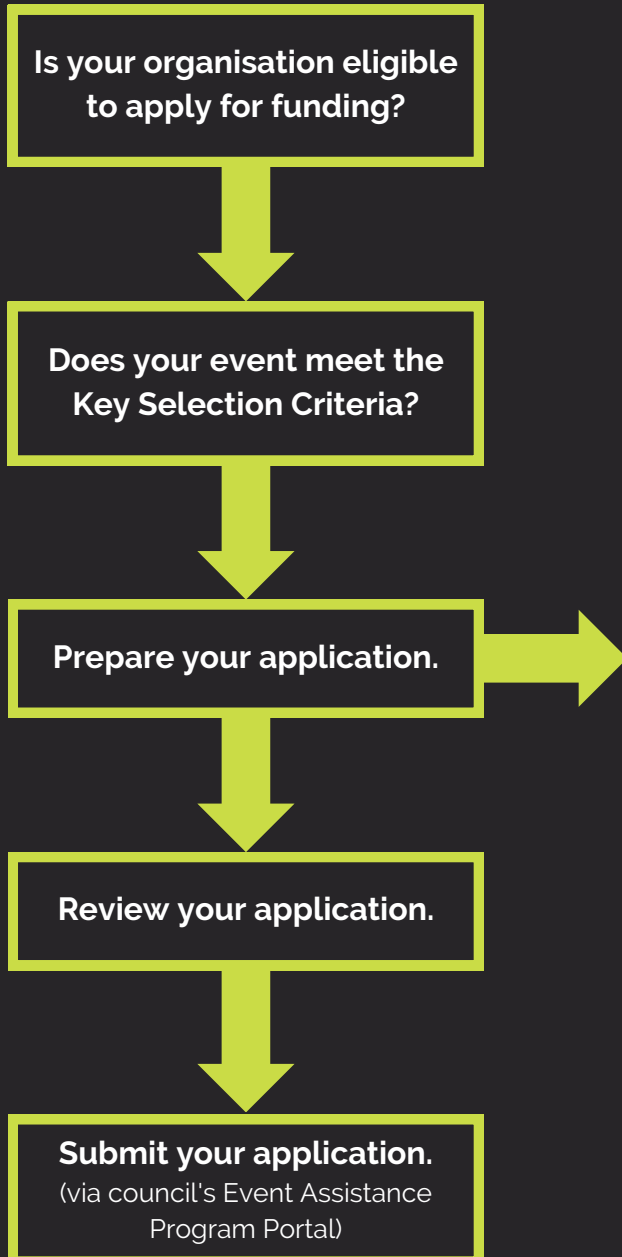
## WHERE TO APPLY FOR THE GRANT?

All applications through council are processed online through the SmartyGrants system.

Applications will only be assessed on the information provided, therefore it is extremely important to make sure you supply all the information, documentation and evidence to support your application.

# YOUR APPLICATION

## Information to assist you in preparing your application



### Event Details:

- Do you have the key dates for your event/project?
- Is the event/project a 'one off' or 'annual' event?
- Is this a new or existing event/project?
- Do you have a description of the event/project?
- How will the event/project contribute to the community needs and interests?
- What kind of impact will the event have on local businesses?

### Request Details:

- Do you know what category of assistance you are requesting?
- Have you collected quotations/fee estimates for the items for which you are requesting financial assistance?
- Has the event/project received funding in the previous 3 years?

### In-Kind Assistance and Fees and Charges

- Have you identified what services you will require from council for in-kind assistance requests?
- Have you obtained an estimated costing summary from the relevant department for the in-kind assistance before completing your application?
- Have you obtained a quotation for the fees and charges relative to the event/project?

Note: To obtain an estimated costing summary for council services or a fees and charges quotation, please email [venues@chrc.qld.gov.au](mailto:venues@chrc.qld.gov.au) using the subject heading 'Event Assistance Quote Request - [Applicant Name] - [Event Name]'.

### Supporting Documentation:

(not all required to be supplied)

- ✓ Request Letter
- ✓ Certificate of Incorporation
- ✓ Certificate of Currency (Public Liability)
- ✓ Landowner Consent/Approval
- ✓ Costing Summaries and Quotations
- ✓ 2x Immediately previous years Audited Financial Statements; or
- ✓ Business Case; or
- ✓ Detailed Event Budget; or
- ✓ Explanation of why financial statements, business case or event budget cannot be provided.
- ✓ Event Plan
- ✓ Risk Management Plan
- ✓ Evidence of applications for relevant permits, licences, etc.

# Event Assistance Grant

## GUIDELINES

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### 1. WHAT IS THE EVENT ASSISTANCE GRANT?

Through the Event Assistance Program applicants can request sponsorship from council to support events and initiatives that contribute positively to the community.

The Event Assistance Program is a yearly grant program with four (4) rounds throughout the year. Community organisations are encouraged to apply, should they meet the eligibility criteria. Each applicant may receive one (1) round of funding per financial year. This will enable grant funds to be spread between eligible community organisations.

### 2. GRANT AIMS

The Event Assistance Program recognises that supporting and enhancing resilient, safe, vibrant and inclusive communities can be developed through supporting community events and initiatives facilitated by organisations other than council, for broad public benefit.

Organisations must demonstrate that the event or initiative achieves the below listed benefits for which funding is requested:

- Be an event or initiative that provides community benefit; or
- Provides an opportunity for people of the region to gather, celebrate and participate.

### 3. WHO IS ELIGIBLE TO APPLY?

**All organisations and entities must align with the following conditions:**

- Be one of the following:
  - A charitable organisation registered with Australian Charities and Not-for-profits Commission (ACNC)
  - A registered Not-for-profit organisation with either Office of Fair Trading (Queensland) or Australian Securities & Investment Commission (Australia) must have an active Australian Business Number (ABN)
- Be an educational institution.
- Have an active ABN.
- Have a valid public liability certificate of currency naming or listing the event and ensure that risks are assessed and managed. *(unless otherwise exempt e.g. covered by councils casual hirers insurance)*
- Have the majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.
- Requests for support must be made via the correct application form.
- Applicants must provide:
  - Two immediately previous audited financial statements, or
  - A business case for the event or program must be provided to assess the application, or
  - Detailed budget for the program, project and/or activity, or
  - An explanation of why financial statements or a business case cannot be provided.
- Have a signed Tenure Agreement if one has been offered in excess of six months from the application date. This criterion is applicable if you are operating from council land/building.
- Additional eligibility criteria may apply depending on the type of event. See application form for more detail.



## 4. INELIGIBLE APPLICATIONS

**The following organisations/groups are unable to apply:**

- Political groups
- Government agencies, excluding schools
- Businesses and commercial organisations
- Organisations or groups which have successfully attained funding in the current financial year
- Applicants that have access to funds generated internally from permanently licensed premises or onsite gaming machines
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or their Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met
- An unincorporated group/individual(s) hosting an event of significant benefit to residents of the Central Highlands (must provide an evidential business case to support the application)
- Organisations or groups that support discrimination in any form
- Have a previously unacquitted grant

**The following will not be considered for funding:**

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations
- Retrospective funding – events, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes
- Programs, projects and/or activities that do not involve the Central Highlands Regional Council community
- Payment of debt
- Bond payments

## 5. WHAT AMOUNTS OF FUNDING CAN YOU APPLY FOR?

**The program includes the following categories, with maximum amounts indicated:**

Category	Minimum	Maximum
Financial Assistance	\$500	\$3,000
In-Kind Assistance	-	\$10,000
Fees and Charges Waiver	-	\$3,000
Combined Request		\$10,000 <i>Financial Component - \$3,000 max</i> <i>Fees and Charges Waiver Component - \$3,000 max</i>

## 6. FUNDING BUDGET

The amounts allocated each financial year will be determined by council's annual budget. Once budget allocations have been expended, no further applications will be considered that financial year, unless budget revision is endorsed via a council resolution.

## 7. COUNCIL ASSESSMENT

All funding submissions will be assessed against the selection criteria by the assessment panel. The assessment panel is a formal process, which consists of relevant council staff with recommendations approved by council (refer to approval delegations). Assessments can be made with 50% of the panel present.

The assessment panel consist of the following staff members: \*

**Manager Parks, Recreation and Facilities**

**Coordinator Parks and Gardens**

**Coordinator Sport and Recreation**

**Technical Officer - Corridor Management**

**Community Venues Officer**

**Executive Assistant Communities**

*\*or delegated authority*

### **Council reserves the right to:**

- Request further information to assist with the assessment or to substantiate any claims made
- Contact any parties mentioned/listed within the application for verification
- Exclude applications from the assessment process that are incomplete, and/or, received after the closing date
- Offer partial funding to any application made to the Event Assistance Grant

## 8. OUTCOME OF APPLICATION

### **Successful applicants will be:**

- Notified in writing of successful outcome
- Be ineligible for further funding rounds in the same financial year as receiving the successful outcome
- Required to comply with the terms and conditions of receiving the funding
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc. to undertake the project

### **Unsuccessful applications will be:**

- Notified in writing of unsuccessful outcome
- If the applicant meets the eligibility criteria, be able to reapply in further funding rounds in the same financial year

### **By submitting an application, the applicant consents to council:**

- Advertising events/projects that have been successfully funded by council (i.e. media release, social media); and
- Advertising successful recipient details on council's website (including but not limited to, project description, name of recipient, amount funded).

## 9. KEY SELECTION CRITERIA

Applications are assessed based on the evidence provided in the application and scored accordingly against the key selection criteria (KSC) to the below scoring system.

- 1 - Unacceptable or no evidence
- 2 - Marginal or some evidence
- 3 - Meets criteria
- 4 - Exceeds criteria

Key Selection Criteria		
	Objectives	Score
KSC 1	Financial viability of organisation or event, capacity to cover all event costs or identification of long-term goal that may be evident in financial reports.	20%
KSC 2	Provides opportunity for people of the region to gather, celebrate and participate.	20%
KSC 3	Fosters a sense of community pride.	10%
KSC 4	Triggers positive media and other favourable coverage of the region.	10%
KSC 5	Generates an increase in visitor numbers to the region.	10%
KSC 6	Financial Standing: attempts have been made to raise funds from other sources, organisation contribution and evidence of understanding of costs/budgets.	5%
KSC 7	Activities must provide an economic, social, cultural or environmental benefit to the Central Highlands region and its community.	10%
KSC 8	Project plan including budget, timeline and risk management.	10%
KSC 9	Activities align with council's Corporate Plan, policies and strategies.	5%
KSC 10	<i>[For Recurrent Sponsorships Only]</i> Demonstrates the sustainability of the event and/or how reliant the event is on council funding (business plan or audited financials).	Yes/No

# 10. APPROVAL OF APPLICATIONS

All applications will be reviewed and considered for approval within program budgets, under current levels of financial delegation.

Grant Submission Approval Delegations	
Application Request	Approved By
<b>CASH ONLY REQUEST</b>	
Cash Component \$501 - \$3,000	General Manager Communities
Cash Component over \$3,000	Council Meeting
<b>IN-KIND ONLY REQUEST</b>	
In-kind only up to \$10,000	Relevant General Manager
In-kind only over \$10,000	Council Meeting
<b>FEE WAIVER REQUEST</b>	
Fee Waiver only up to \$3,000	Relevant General Manager
Fee Waiver only over \$3,000	Council Meeting
<b>COMBINED REQUEST</b> Financial Component - \$3,000 max Fees and Charges Waiver Component - \$3,000 max	
Combined request up to \$10,000	Relevant General Manger
Combined request over \$10,000	Council Meeting

## 11. ACKNOWLEDGEMENTS

As a condition of funding, all applications will be required to acknowledge council's support of the event/project. The level of acknowledgement depends on the funding amount you receive from council.

### Acknowledgement of council can be made in the following ways:

- [Name of event/project or recipient] is proudly sponsored by Central Highlands Regional Council's Event Assistance Program.
- Use of "sponsored by Central Highlands Regional Council" tagline in media announcements and commentary at the event.
- Use of the Central Highlands Regional Council logo in marketing and promotion materials.

## 12. TIMEFRAMES AND KEY DATES

All applications will initially be reviewed at an officer level and assessed by the panel (within delegated authority) within specified timeframes in the key dates below.

Applications that require a council meeting resolution will require up to eight (8) weeks from assessment date for final decision.

ROUND 1	
Opening Date	01 July 2023
Closing Date	31 July 2023
Assessment Date	15 August 2023
Outcome Date	01 September 2023

ROUND 2	
Opening Date	01 October 2023
Closing Date	31 October 2023
Assessment Date	14 November 2023
Outcome Date	01 December 2023

ROUND 3	
Opening Date	01 January 2024
Closing Date	31 January 2024
Assessment Date	14 February 2024
Outcome Date	01 March 2024

ROUND 4	
Opening Date	01 April 2024
Closing Date	30 April 2024
Assessment Date	14 May 2024
Outcome Date	01 June 2024

## 13. INTERIM ROUND

An interim round will be available in the introductory year for events that are being held between 01 July 2023 and 30 September. Applications for events outside of this timeframe must be submitted in their appropriate rounds. Please see '**Application Guide**' for clear dates.

The interim round will be assessed by relevant staff and provided to relevant delegated authority for decision.

## 14. ACQUITTAL PROCESS

**It is expected that all successful applicants will:**

- Complete and return letter of successful application
- Commence the approved event, project and/or activity utilising the funds for the purpose for which they were granted
- Finalise the payment of invoices/expenses associated with the approved event, project and/or activity

Funding recipients may be required to submit an acquittal after the event/project is completed. Acquittal forms will be made available via council's Event Assistance Grant Portal to the SmartyGrants acquittal process.

Failure to submit an acquittal and any information/documentation requested will impact future funding eligibility through council, or result in council requesting some, or all of the funding to be paid back to council.

## 15. COUNCIL ASSISTANCE

Council officers will be available to provide assistance to applicants preparing an application.

Applicants who are requesting In-kind Assistance or Fees and Charges Waivers are required to contact relevant council officers to obtain estimated costing summaries and quotations before completing the application form.

To request an estimated quote, please email [venues@chrc.qld.gov.au](mailto:venues@chrc.qld.gov.au) using the subject heading '**Event Assistance Quote Request - [Applicant Name] - [Event Name]**'. Please ensure you outline details of services being requested for quote, including dates and amount of support required.

Council will provide guidance of whether your request is deemed financial assistance or in-kind based on the availability of councils assets.



## APPLICANT

An individual or organisation or group applying for funding through the Community Support Program.

## ACQUIT

To advise council of the outcomes of assistance provided through a sponsorship grant through the online form provided.

## ASSESSMENT CRITERIA

Criteria that has been developed for assessing applications received and guiding funding distribution.

## COMMUNITY ORGANISATION

Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.

## DONATION

Means a contribution of goods or cash to a community organisation without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.

## FEES AND CHARGES WAIVER

Means the provision of any facility, application or service that would normally attract a fee as determined by council's fees and charges structure.

## FINANCIAL ASSISTANCE

Means the provision of cash or the payment of goods and services on the applicants behalf and includes services procured by council from external suppliers at its costs.

## GRANT

Means the financial payment, agreement to supply services, or waiver of fees and charges from council for non-commercial projects, activities or initiatives which meet specific criteria within a formal application, assessment and acquittal process and any support given is conditional upon agreed terms and conditions.

## INCORPORATED ASSOCIATION

Means an organisation incorporated under the Association Incorporation Act 1981 or relevant legislation.

## IN-KIND CONTRIBUTION

Means the provision of any service or product by council that attracts an internal charge.

## NOT-FOR-PROFIT

Means an organisation which does not operate for the profit, personal gain, or benefit of a particular person, people or members.

## PLANT AND EQUIPMENT

Means any machinery or tool or tangible asset with a long-term life expectancy.

## PROJECT

Means a service, event, activity or equipment purchase for which an organisation might seek assistance.

## PUBLIC BENEFIT

Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (social, educational, economic, environmental, cultural, and sport and recreation) of proposed projects and activities, having regard to competing interests and/or priorities.

## SPONSORSHIP

Means a mutually negotiated arrangement entailing the provision of funds, in-kind contribution and/or fees and charges waiver associated with an event, organisation or project, and results in recognition (advertising, publicity or other) to council as the sponsoring organisation.

### TRAFFIC MANAGEMENT PLAN

Any event or works carried out within the road reserve requires a Traffic Management Plan (TMP) and/or Traffic Guidance Scheme. A TMP details how the risks associated with vehicle traffic are being managed in a public space. A TMP may be required regardless of a road closure. A traffic management control company would be able to discuss your requirements and provide advice on costs.

If your application requires a Traffic Management Plan or Traffic Guidance Scheme, please complete [this form](#) and return to [venues@chrc.qld.gov.au](mailto:venues@chrc.qld.gov.au). The grants team will submit your request to relevant officers in the Infrastructure and Utilities team for action.

### TRAFFIC CONTROL

Traffic control includes labour, materials and equipment used to control traffic through or around the event and/or public roads, including but not limited to signs, barricades, signals, pavement markings and lighting, or hand signalling devices.

### ROAD CLOSURE PERMIT

Any activity likely to impact the operation of the road network or traffic flow, including any off-road activities that affects the flow of traffic, will require a permit. The permit provides permission to temporarily close a public road (Local or State Government).

### APPLICATION FOR FACILITY, SPORTING OR PARKS AND OPEN SPACES HIRE

If your project is taking place on council owned or controlled land, you will be required to submit an application for the hire of the facility, sporting grounds or park and open space. Applications for the hire of council facilities can be made via councils online booking system, Bookable.

If your application for event assistance includes the request for a fee waiver, please indicate in the booking checklist that you have/will be applying for a fee waiver. Please understand that fee waivers for facility use are not a guarantee and should your application not be successful, full payment of fees will be required to confirm the booking. Inability to make payment of the fees will result in cancellation of the booking.

### APPLICATIONS FOR RELEVANT PERMITS AND LICENCES FOR YOUR EVENT

#### Liquor Permits and Licences

If your event contains alcohol sale and/or service you may be required under the Liquor Act to obtain a Liquor Permit or Liquor Licence to be able to lawfully serve alcoholic beverages. Before you lodge your application, visit [Office of Liquor, Gaming and Racing](#) to determine if your event requires a permit.

#### Food Safety

If your event includes the preparation and sale of food, a Temporary Caterers Permit or Food Business Licence may be required to ensure you are safely handling and serving food at your event. Before you lodge your application, contact councils Environmental Health Team or visit [chrc.qld.gov.au](http://chrc.qld.gov.au) to determine if your event requires a permit.

#### Entertainment Event Permit

Local Law No. 1 (Administration) 2012 Schedule 18 requires event organisers to lodge an application with council for authorised approval to operate a temporary entertainment event. Before you lodge your application, contact councils Environmental Health Team or visit [chrc.qld.gov.au](http://chrc.qld.gov.au) to determine if your event requires a permit.



If the date of the **EVENT** is within the below time frame an application must be submitted in the **Interim Round**.

01 JULY 2023 – 30 SEPTEMBER 2023

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1**.

01 OCTOBER 2023 – 31 DECEMBER 2023

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1 or 2**.

01 JANUARY 2024 – 31 MARCH 2024

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1, 2 or 3**.

01 APRIL 2024 – 30 JUNE 2024

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1, 2, 3, or 4**.

01 JULY 2024 – 30 SEPTEMBER 2024

## FOR MORE INFORMATION ABOUT THE PROGRAM



Visit  
[chrc.qld.gov.au](http://chrc.qld.gov.au)



Phone  
1300 242 686



Email  
[venues@chrc.qld.gov.au](mailto:venues@chrc.qld.gov.au)





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