

Community Events

Quick Response Grants

Funding Guidelines

April 2021

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Program overview

Aim

To encourage local event organisers and community organisations to engage and activate their local communities through the creation and delivery of community events as we emerge from COVID-19.

This grant supports local event organisers, creative workers and industries affected by the COVID-19 pandemic.

Purpose

Wollongong City Council will provide one-off grants to eligible event organisers based in the Wollongong Local Government Area (LGA). One grant will be offered in each of our city's three [Council Wards](#) (north, central and south).

Grants may be used for costs associated with the delivery of three new community events (one based in each ward). Funding will be for costs associated with:

- Artist or performer fees
- Delivery of a community-based event to be delivered by 30 March 2022
- Marketing and promotion of the activity
- Materials / technical support required for the development and / or the delivery of the activity.

Level of funding available

There are three one-off grants available for delivery of new community events. Local event organisers and community organisations can apply for a contribution of up to \$20,000 (with the possibility of an additional in-kind value of \$5,000 if the event is proposed for a Council owned and managed venue//park to cover park booking fees and approvals).

Timing

This funding has been developed in support of COVID-19 pandemic recovery, intentionally targeting the events and arts sector and remains flexible to respond to the community need. Events must be delivered by 30 March 2022.

Assessment Process

- Applications will be considered by a review panel consisting of Council officers.
- Applications recommended for support will be presented to the General Manager for final approval.
- Successful applications will receive an agreement, outlining the terms and conditions linked to allocation of funds.
- All successful projects must be able to be delivered within the specified timeframe.
- Successfully funded projects must present an acquittal report using the template provided

Applicant Eligibility

Eligibility

- The event must be based in the Wollongong Local Government Area
- The event must be delivered by 30 March 2022
- This event must be a new event
- This event must be free for participants / attendees
- The event must be delivered in adherence to COVID safe guidelines.

General ineligibility

- Events that are party-political or whose purpose is primarily political, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- Events that include activities or performances that seek, or are perceived to, exclude or offend parts of the community.
- Event organisers that have an outstanding debt to Wollongong City Council or that have failed to comply with the terms and conditions of any previous funding agreement with Wollongong City Council.
- Any retrospective project.
- School bands and community choirs.
- Current Wollongong City Council employees, immediate families and their contractors.
- Events that are currently supported by Wollongong City Council via another funding program for the same activity / event.

Assessment Criteria

- Project Merit
- Project Viability (budget to be provided with application)
- Demonstrated benefit to local creatives and local business
- COVID-19 Safe Plan
- Community accessibility and inclusivity.

Assessment Criteria Weighting

Project Merit (30%)	<ul style="list-style-type: none"> Based on event concept and aims Potential benefit to the community based on your event partners / community support
Project Viability (20%)	<ul style="list-style-type: none"> based on your demonstrated experience of effective event planning and delivery (for projects of a similar scope) based on timeline and budget documents provided with your application
Demonstrated benefit to local creatives and local business (30%)	<ul style="list-style-type: none"> how will your project benefit local musicians, local music sector, local business, and community? How will your event support local business / employment?
Confirmation the project can comply with COVID-19 safe guidelines (5%)	<ul style="list-style-type: none"> Refer to the section about Covid-19 compliance on the grant application form
Community accessibility and inclusivity (15%)	<ul style="list-style-type: none"> Based on how your event will enable access for people with special access needs Based on how your event will include and make welcome people from diverse backgrounds

Key dates 2021

22 April	Application round opens at 9am
9 May	Application round closes at midnight
late May	Notification of Council's determination
late May	Successful applicants to sign funding agreements with Council.
1 June – 30 March 2022	Event delivered

How to apply

Step 1	Contact Council with any questions before preparing your application. Please contact the Manager Events and Visual Strategy on (02) 4227 7508 or events@wollongong.nsw.gov.au to discuss your proposal and your eligibility.
Step 2	Speak with the musicians / artists / creatives you want to work with and prepare your project outline, which includes: <ul style="list-style-type: none">• Project description (including timeline and budget)• Examples of previous similar work or an example of the type of event you intend to deliver• A letter of support from the business/venue you wish to work with, including confirming dates and intent to collaborate• Confirmation that the project can comply with COVID-19 Safe guidelines.
Step 3	Submit your application by midnight, Sunday 9 May 2021 via Council's website
Step 4	Council will assess your application
Step 5	Successful applicants will be notified. Contracts will be issued for signing, outlining the terms of the approval and the allocation of funds. Acquittal forms will be provided, to be completed at the completion of the project.
Step 6	Commencement of project planning
Step 7	Council review project progress
Step 8	Projects delivered and acquitted

Important note for applicants

- If your application is successful, you will need to provide evidence of an appropriate level of insurance to undertake your project, prior to commencing.
- If your application is successful you will still need to ensure that all appropriate venue bookings, approvals and licences are obtained from Council or other relevant approval bodies
- If you are unsure as to what documentation you may need for your event, email events@wollongong.nsw.gov.au, to confirm

Terms and Conditions

Terms and Conditions - Submissions

- 1) The assessment panel reserves the right to request further information if required.
- 2) Applications are assessed as submitted.
- 3) Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process.
- 4) All funding decisions are final.

Terms and Conditions for successful applicants

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations;
- Provide event details and marketing materials to Council to support event promotion;
- Provide an acquittal report using the template provided by Council

Grant payment terms are subject to receipt of a signed letter of agreement and tax invoice with an Australian Business Number (ABN). It is anticipated that payments will be made in two instalments, one prior to event delivery and a second post event.

Wollongong City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet event costs.

Contact

If you require more information about the Community Event Grants, please contact:

Susan Wardle
Events and Visual Strategy Manager
Tel: 02 4227 7508
Email: events@wollongong.nsw.gov.au