
EVENT GRANT GUIDELINES

Information for Applicants



EVENT GRANT PROGRAM

Council is proud to support and encourage events which help make our valley a vibrant place to live, which build community pride, which promote local economic development, and which celebrate the beauty and uniqueness of our valley's environment.

The Event Grant program assists community organisations and groups deliver one-off events which:

- enhance community identity and pride
- encourage accessibility and participation in community events
- support and enhance the cultural life of the Derwent Valley
- acknowledge and celebrate cultural diversity
- deliver economic benefits through increased visitation and promotion of our valley.

Please read these guidelines and discuss your proposal with Council before applying for an Event Grant.

WHAT CAN BE FUNDED?

Council's Event Grants program supports the delivery of community-based events that:

- Are located within, and benefit the people of, the Derwent Valley municipality
- Demonstrate value for money
- Are able to be successfully delivered by the applicant
- Align with Council's Strategic Plans, and other relevant strategies or policies
- Are primarily for community benefit rather than commercial profit.

AVAILABLE FUNDING

Event Grants are advertised twice yearly, subject to budget allocation. Funding is provided for projects which will occur and be completed within a 6 month timeframe.

Council will consider applications for funding between \$500 and \$20,000 per application. Part funding may be offered in some cases.

OTHER FUNDING OPPORTUNITIES

In addition to Event Grants, Council provides the following funding opportunities – to find out which grants are currently open for application head to <http://www.derwentvalley.tas.gov.au/community>

- Community Grants – for projects in the local community. Advertised 1-2 times a year
- Quick response – up to \$500 for small community projects where the criteria or timing of other grants does not apply
- Representation Grants – funding for community members to represent the region, Tasmania, or Australia in their field.
- School grants – each year, Council donates to local school end of year ceremonies.

HOW GRANTS ARE ASSESSED

To understand how grants are assessed, allocated and processed please refer to Council's [Community Grants Policy](#).

To know the make up of Council's Grants Committee, visit [Councillor Representatives and Delegates | Derwent Valley Council](#)

PREPARING YOUR APPLICATION

1. Read through: these Guidelines, the Event Grant Application Form and Council's Event Notification Form, to check your idea is eligible.

2. Discuss your proposal and Council's Event Management requirements with Council's Community Development team on 6261 8560 or email rtudor@dvc.tas.gov.au

3. Dedicate time to your application. Sound event and budget planning is essential. Consider how to maximise the community benefits from your project.

4. Obtain quotes/estimates for expenses, and request letters of support from other parties where relevant.

5. Proofread your completed application and check financial information and budget tables.

6. Submit your proposal prior to the closing date.

MINIMUM REQUIREMENTS

Event Grant applications can be submitted by community organisations and groups. In submitting an application, the minimum requirements for consideration are:

- A fully completed Application Form and Event Notification Form, delivered by the deadline
- Evidence of Public Liability Insurance or quote to obtain it (\$20 million for events)
- Clarity that the event has not already received Council funding this financial year
- Evidence that the event will be genuinely open to the public, inclusive, not primarily for commercial profit, and will benefit Derwent

Valley

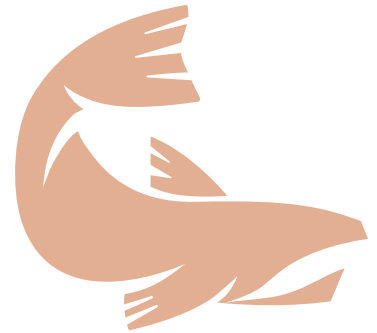
- Financial accuracy

ELIGIBLE EVENTS

- ✓ A public event
- ✓ Primary aim is to contribute to local community and economic benefit
- ✓ One-off or infrequent (e.g. annual)
- ✓ Will start and finish within 6 months of funding being confirmed.

INELIGIBLE EVENTS

- × Private, club or invite-only events
- × Primarily a sporting or recreation activity
- × Are commercial in nature or have the potential to generate significant profit
- × Ongoing, regular events
- × Top-up funding for previous Council funding
- × Ongoing administration or operational costs of the applicant
- × Existing debt, or an event that will occur before the grant is awarded or more than 6 months from when funding is confirmed.



ASSESSMENT CRITERIA

Before starting your grant application please develop your concept by considering the following criteria. Your responses which will help you with event planning, and to complete your application.

How does your event align with the Event Grant aims?

- contributes to a sense of identity and belonging in the local community
- is accessible and encourage a diversity of community members to attend
- enhances the cultural life of the Derwent Valley
- acknowledges and celebrates cultural diversity
- brings economic benefits through promotion of the Derwent Valley.

How does your event align with Derwent Valley Council's Strategic Plan?

The Strategic Plan can be found at: [DVC-Strategic-Plan-2023-2033.pdf \(derwentvalley.tas.gov.au\)](https://www.derwentvalley.tas.gov.au/files/2023/03/DVC-Strategic-Plan-2023-2033.pdf)
Discuss with Council contact if you require assistance.

Is your event accessible?

Council supports events which encourage the whole community to attend, including those living with disabilities and those experiencing social disadvantage. To support those living with disabilities, some basic requirements to start with include:

- Accessible online or electronic information about the event
- Accessible registration processes e.g. option to call and register
- Accessible venue e.g. able to be navigated in a wheelchair?
- Information at the event is accessible e.g. providing an Auslan interpreter for a workshop
- Catering is accessible e.g. counters at a height someone in a wheelchair can access?
- Accessible toilets that are easy to find

More information about running an accessible event can be found in the Tasmanian Government Accessible Events Guidelines: [Department of Premier and Cabinet - Tasmanian Government Accessible Events Guidelines \(dpac.tas.gov.au\)](https://www.dpac.tas.gov.au/accessible-events-guidelines)

To support those living with disadvantage, some considerations might be:

- Will you promote your event as welcoming to people of different ages, backgrounds, abilities, identities, and preferences?
- Is your promotional material easy to understand for this with literacy needs?
- Can you use print or radio media to promote to those with low computer literacy or access?
- Can you offer low, or no-cost activities, entry, food, and drink options?
- Have you considered how you can promote your event to different communities and remote communities?
- Can you offer transport, or promote public transport options?

Will it be a sustainable event?

Council encourages events which commit to reducing their environmental impact and improving their waste management.

Here are some ideas to consider:

- Provide adequate and clearly signed recycling and general waste bins
- Have dedicated volunteers/staff to monitor waste, and empty or remove full bins
- Provide tap or dispenser water and/or encourage people to bring their own water bottles
- Have a plan for lost property and donate good quality unclaimed items to local charities
- Investigate re-usable, recyclable, or compostable crockery and cutlery
- Request vendors to support your sustainability measures in your booking agreement
- Select toilet paper and hand towels made from 100% recycled fibre
- Advertise your event as 'sustainable' and celebrate your initiatives in event promotion
- Avoid offering one-use promotional products. Avoid individually wrapped items
- Organise shuttle services, promote walking or car-pooling, provide public transport information
- Do a waste audit after your event, which will help you plan for improved waste management for your next event.

For some great ideas about how to run a sustainable event, view the following resources:

[Sustainable Event Guidelines \(epa.tas.gov.au\)](http://epa.tas.gov.au)

[A-Guide-to-Preparing-an-Event-Waste-Management-Plan.pdf \(rethinkwaste.com.au\)](http://rethinkwaste.com.au)

Is your event good value for money?

Council wishes to fund events which maximise their impact for the amount of funding being provided, and the number of participants involved. Here's some ideas to consider when looking at how your event might demonstrate good value for money:

- Research and consider other sources of funding – for instance additional sponsorship might allow you to offer a more diverse program
- Volunteering and in-kind – the more free resources your organisation and others contribute, the better the value for money will be.
- Shop around for quotes – we suggest getting at least two quotes for each item you are requesting funding for.
- Join forces with other organisations. Is there another event, or another group you could work with to share or combine resources?
- Promote your event widely – the more people across the valley that attend, the more benefit there is for funds invested.



EVENT FINANCIAL INFORMATION

Council understands that budgeting for future events can involve estimates, and actual costs may vary. For grant application purposes, the Event Financial Information encapsulates your best understanding of the contributions and costs it will take to make your event a success. It should demonstrate the event is based on a viable financial model.

If successful, you will be provided with a funding agreement. A condition of this agreement is that significant variations from your original proposal be negotiated with Council.

Council's Event Grants require the applicant match the value of the funds being requested. This matched value can be achieved through in-kind support, cash and other (non-Council) grants. For example, if you request \$4,000 from Council, then you might match this funding through \$1,000 worth of volunteer hours (see below), \$2,500 from a state government grant, and \$500 contribution from your organisation.

Please obtain and attach quotes to your application, aiming to use local suppliers as much as possible.

IN-KIND CONTRIBUTION

An in-kind support is the donation of goods or services (other than money) that your group, or another party makes to support your project. Some examples include:

- voluntary labour e.g. painting a sign for an event, committee planning meetings
- donated goods e.g. the donated use of a bus used to transport event attendees
- donated services e.g. if someone donates their time as a professional to write a traffic management plan for your event.

To work out the value of any volunteer labour, you can use average hourly earnings estimate for volunteers. General volunteers can be valued at \$30 per hour. This is the average cost you would pay for the labour instead of it being donated. If your project uses the labour of someone who's professional or trade skills is more than \$30 an hour you can ask them to estimate their pay rate. The value of any in kind support should be included in the 'Event contributions (income)' table and can contribute towards your matched funding amount.

EVENT MANAGEMENT

Sound event planning is essential. Information for event organisers in the Derwent Valley can be found at [Event Management | Derwent Valley Council](#) Please ask how Council's Event Management processes will apply when you make contact to discuss your application.

Please complete and submit an Event Notification Form as part of your Grant Application. Where events occur on non-Council land, some sections may not apply.

TIPS FOR GREAT APPLICATIONS

- ✓ Submit on time
 - ✓ Complete all sections
 - ✓ Include relevant support letters
 - ✓ Include financial quotes if relevant
 - ✓ Ensure your budget is clear and that your contribution matches the grant request
 - ✓ Make sure your quotes include GST
 - ✓ Tell us who this will benefit, and how you know they need it and/or will engage
 - ✓ Tell us about any project or funding partners you may have
 - ✓ If you need in-kind support from Council, discuss with us before submitting your application.
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- ✗ Illegible handwriting
 - ✗ Using old forms
 - ✗ Late submissions
 - ✗ Unsigned documentation
 - ✗ Support letters addressed to other authorities
 - ✗ Over-committing your organisation's resources or ability to deliver your project.

HOW TO ACKNOWLEDGE COUNCIL'S CONTRIBUTION

It is a condition of grant funding, that Council's contribution to your project is acknowledged.

You will be asked in your application to demonstrate how you will do this. Some ideas to consider include:

- ✓ Include written acknowledgment in any material produced for the activity
- ✓ Include DVC logo in written and electronic material. Please get in contact with Council to discuss obtaining the latest logo, and to discuss how you aim to use the logo.
- ✓ Invite elected members to your event.
- ✓ Verbally acknowledge Council's support during public events.
- ✓ Acknowledge Council on your website and social media communications.
- ✓ Keep in contact with Council and inform them of project progress.
- ✓ Share photographs with Council, who can then also celebrate your project in their communications.

GET IN TOUCH

To discuss your proposal, or to get help with your application, contact the Community Development team on 03 6261 8500 or email

rtudor@dvc.tas.gov.au

