



MOUNT BARKER
DISTRICT COUNCIL

Community Event Support Program

Frequently Asked Questions 2023/24

What happens if our application is successful?

Once Council has approved the recommendations report at the Council meeting, applicants will be advised of the outcome of their applications. Successful applicants who requested financial support will be asked to supply an invoice for the payment to be processed.

What if the Council doesn't approve our application?

Council will provide you with feedback about why your application was unsuccessful. Council's Events Team can offer guidance and assistance with other funding and in-kind support opportunities.

What documentation is required to be submitted by successful applicants?

Upon acceptance of the grant offer, you are required to return to Council:

- Conditions of Funding (Council online form)
- Indemnity waiver (Council online form) if using Council facilities
- Invoice for grant money

In the time leading up to your event, Council requires the review of your event key planning documents, which at a minimum will include:

- Budget (editable template available)
- Event Management Plan which may include topics such as key planning milestones, primary roles and officer bearers, event objectives and critical success factors, dates/locations, marketing/promotion, stakeholders and partners list, sustainable management practices (financial and environmental).
- Risk Management and Emergency Response Plan (editable template available)

At the successful conclusion of your event, Council will require:

- Post-Event Evaluation (Council online form) including post-event income/expenditure statement and images from your event that are released for MBDC future use.

Our event is in the design phase, can we still apply?

We understand the timing of the Event Support Program may fall early in your event design and planning process. We encourage you to review the application form and proceed with the information and plans you have to date.

Should your application be successful, you will be bound by the Conditions of Funding and will also need to provide to Council an Event Management Plan, budget, evidence of Public Liability Insurance, and adequate acquittal. If you can meet these requirements, we encourage you to discuss your proposal with our Community Events Team.



MOUNT BARKER
DISTRICT COUNCIL

Community Event Support Program

Frequently Asked Questions 2023/24

What if our event is cancelled or postponed?

If you are allocated funding and the event does not proceed, the funding offered is forfeited. The funds must be returned to Council and may potentially be reallocated to another event through subsequent grant rounds. The money will not be held in trust for the original applicant for their event in subsequent years.

If your event is postponed to a date within the financial year the funding is offered, then the support will continue if the aims of the event remain unchanged. If the event is postponed outside of the financial year, then the event is viewed as a cancellation and the funding must be returned. Please communicate any event changes with the Community Events Team.

I need help! Who can I direct my questions to?

If you need help during the application process or to meet the obligations of the funding received through the Community Event Support Program, please don't hesitate to contact the Community Events Team on 8391 7238 or email events@mountbarker.sa.gov.au