



Community Event Support Program

Criteria 2023/24

Purpose

The purpose of the Community Event Support Program is to provide funding and assistance to community groups to deliver regional and local community events within the Mount Barker District Council (MBDC). Community events contribute economic and social outcomes as identified in Council's Community Plan 2035 and its associated strategic plans such as the Community Development Lead Strategy and Disability Action and Inclusion Plan.

The Community Event Support Program seeks to assist a range of new and current events that:

- Create inclusive, active, diverse and vibrant destinations through increasing the number of people and activity in our public spaces, centres and townships.
- Build the capacity and capability of our communities.
- Provide benefits to the wider community by encouraging opportunities for community participation and development.
- Facilitate event designs to focus on economic and environmental sustainability.
- Target priority populations in our community.

How to apply

Each year in April/May community groups and organisations are invited to apply for the Community Event Support Program. Funding and support is offered for events scheduled in the following financial year.

To be successful, applications need to meet the requirements in these guidelines.

To apply visit www.mountbarker.smartygrants.com.au

More information:

Website: www.mountbarker.sa.gov.au/grants

Community Events Team: 8391 7238 or email events@mountbarker.sa.gov.au

ELIGIBILITY CRITERIA

Types of events

The Community Events Support Program provide cash and/or in-kind support for a diverse range of events under the following categories:

- Regional Event
 - An event of significance for the region being held within the MBDC attracting 3,500 plus attendees from intrastate and interstate, noticeable increase in visitor spend and media interest from outside the region.
 - These events may require significant budget allowances for complex traffic management, waste management and other sustainable practices. These events will have multiple event partners and sources of income.
 - Applicants can request up to \$5,000 in funding and will require a strong business case.
- Local Community Event
 - An event of local significance for the community being held within the MBDC attracting people from the Council region or nearby. These events will have strong outcomes of community celebration, cohesion and connections.
 - These events may vary in size and complexity from simple inputs/expenses to more complex management plans requiring traffic management, waste management and other sustainable practices.
 - Applicants can request up to \$2,500 in funding.

Who can apply

- Not for profit organisations with a minimum Public Liability Insurance policy of \$20 million.
- Unincorporated groups through an appropriate not for profit incorporated body that is willing to accept responsibility for the funding. (auspicing)
- Groups or organisations that are currently in receipt of other council funding may apply providing they can demonstrate that the application is for a new program/activity or a different stage of an existing program/activity.

Who is not eligible

- Organisers that have already received funding from MBDC in the same financial year for the same event.
- Organisations that have an overdue grant acquittal with MBDC through the community grant, environmental grant or event support program rounds.
- Individuals, businesses, Council Members or staff.

What we won't fund

- Events which are not located within the MBDC boundary.
- Events that are exclusive to members of an organisation and not open to the general public.
- Events that are not low or no cost attendance.
- Payment of ongoing salaries or recurrent operational costs e.g. telephone, electricity, cleaning, maintenance. However, one-off performer's fee or initial insurance specifically for the event are acceptable.
- Equipment purchase.
- 100% of event costs. Council must not be the only funding source.
- Retrospective event requests.
- Late or incomplete applications.

Obligations of successful applicants

If successful, applicants must meet the obligations of the support:

- Accept the grant conditions in the financial year that it is allocated.
- Before the event, provide an Event Management Plan (template available for use) that includes a risk assessment and emergency response plan; evidence of insurance currency (Public Liability as a minimum) and; invoice for grant money.
- Complete the requirements of running events to the satisfaction of Council, including recognition of Council support.
- At the completion of the event, provide an event evaluation report including an income/expenditure statement in line with the agreed funding conditions and images approved for use by MBDC.

ASSESSMENT

How are applications assessed?

Applications are assessed against the criteria and recommendations are made to Council. The final outcome of the Event Support Program is a decision of Council.

Prioritisation

During the assessment, priority will be given to events that:

- Address an identified gap and do not replicate existing services, events or programs;
- Promote and/or facilitate inclusivity and accessibility;
- Achieve the greatest benefit for our district and broader communities;
- Targets priority populations within our communities (e.g. socially disadvantaged, culturally and linguistically diverse, Indigenous Australians,

people with a disability, youth/children, mature aged);

- Encourage community participation and inclusivity to reduce social isolation;
- Are family friendly;
- Attendance for participants are free or low cost;
- Will increase the geographic distribution of funding in our community;
- Applicants that are able to demonstrate funding from other sources (e.g. stall holders, seed funding, sponsors) and;
- Assessors will consider many factors, including an application's risks and opportunities and an organisation's previous dealings with Council.

Assessment criteria for all events

Criteria	
Regional Event <ul style="list-style-type: none">• Strong business case for financial assistance• Evidence of regional significance• Income from other sources• Extent to which the event aligns with prioritisation Local Community Event <ul style="list-style-type: none">• Address an identified community need• Extent to which the event aligns with prioritisation The event is congruent with Council's strategic plans	50%
Event design will: build partnerships/relationships; implement sustainable practices; promote adequately to target audience.	30%
Demonstrate experience and understanding in operating an event including mitigation of risks, financial management.	15%
Acknowledgement of Council as an event supporter is congruent to the support requested.	5%