

# COMMUNITY EVENT FUND GUIDELINES



## Introduction

Through its [Community Vision](#) and aim to improve the quality of life of its residents, the City of Marion has a strong commitment to the provision of support to its community.

The purpose of the Community Events fund is to assist local not for profit organisations, community groups and voluntary associations to stage events or festivals. Providing a contribution to the cost of infrastructure for events that demonstrate a benefit to the City of Marion and which are in line with the [City of Marion Strategic Plan](#).

The City of Marion is committed to a diverse and inclusive community. Applications should reflect and celebrate diversity by ensuring projects, programs and activities are inclusive and as accessible as possible for all groups, including people of various gender, age, sexuality, cultural backgrounds, religious beliefs and those living with disability.

## How to apply

Complete your online application at the following link: <https://www.marion.sa.gov.au/community-grants>

A completed application will include itemised budget and all relevant supporting documentation.

**Applicants must apply online a minimum of 4 months prior to the date of your event to allow for assessment, processing and allocation of funding (if successful).**

## Support with your application

For project enquiries and support with your application, we encourage applicants to contact the Community Development Team. The team is ready to discuss your ideas by phone or email – or in person if required.

Phone 08 8375 6600 or email [council@marion.sa.gov.au](mailto:council@marion.sa.gov.au) (subject title “Community Development Team”).

## What can be funded?

Types of event and infrastructure costs that can be funded include:

- Staging
- Lighting or Audio Visual Equipment
- Security
- Toilets
- Signage
- Marquees
- Waste management
- Other infrastructure costs associated with the event.

Applicants may request in-kind support from Council as part of their application. This may include the provision of items such as traffic services, road closures, waiving of facility hire fees, power access, bollards or line marking.

All requests for in-kind assistance must be detailed in your application and will be allocated an equivalent cash value in order to determine the total funding request amount.

If the event is on Council-owned land or facilities, you will need to apply for a [Special Event Permit](#) and comply with all policy and procedures in relation to the permit. If you require a Special Event Permit for your event, no funding will be released until the permit has been obtained.

## How much can we apply for?

The City of Marion has allocated \$12,000 per financial year to the Community Event Fund.

**Applicants may apply for up to \$1,000 per event.** This will encompass any cash funding and in-kind assistance. This amount is discretionary and the amount received will depend on the assessment of your application. Funds will be available until exhausted.

## Expected Grant Outcomes

The City of Marion is committed to supporting Community Events that provide a demonstrated benefit to the community. Applicants will also be expected to complete the acquittal and evaluation process once completed.

## Eligibility Criteria

To be eligible the applicant must:

- Be a non for profit organisation, community group or voluntary association.
- Incorporated OR obtain appropriate incorporated body that is willing to sponsor the project (accept the funds on behalf of the non-incorporated body and accept the responsibility for the funding).
- Provide evidence of current *Public Liability Insurance Certificate of Currency* for a minimum of \$10 million for the event.
- Provide either an Australian Business Number (ABN) or in some cases, you may complete the Australian Taxation Office Statement by a Supplier form.

To be eligible the event must:

- Be free and open to the general public.
- Be inclusive and accessible as possible for all groups inclusive of their gender, age, sexuality, cultural background, religious beliefs or disability.
- Occur within the City of Marion in the financial year in which the funds are provided.
- Demonstrate a direct benefit to the City of Marion community.

## Council will not provide funding to or for:

- Individuals, City of Marion employees, or Elected Members.
- Exclusive or invitation-only events.
- Events that denigrate, exclude or offend parts of the community.
- Commercial organisations.
- Political activities.
- Applications that duplicate an existing event in the City of Marion.
- Retrospective costs or an event that has already been held or will be held before funding can be made available.
- Payment of salaries
- Travel costs

## How are applications assessed?

Applications will be assessed by Council according to:

- Eligibility Criteria
- Available funding
- Any relevant supporting information

Additional assessment criteria will include the events:

- Benefit to the community.
- Involvement of local community groups and organisations or volunteers.
- Opportunities for social interaction.
- Ability to have a positive impact on the economy.
- Ability to attract visitors to the City of Marion.
- Degree of reliance on City of Marion sponsorship to stage the event.
- Originality of the event.
- Sustainability.
- Alignment with the City of Marion's [Strategic Plan for 2017-2027](#).

Applicants will be notified of the outcome of their application. Funding is provided at City of Marion's discretion.

## Reporting and acquittals

Successful applicants will be required to submit a report and acquittal from online. This form is due one month after the completion of the event, or by 30 June 2019, whichever is earlier.

Evidence of expenditure of the fund monies must be provided – all receipts must be attached to the acquittal. The acquittal statement verifies that the grant funding has been utilised in accordance with the project budget provided in the application form.

Any unspent funds will need to be returned to Council. Applicants who do not complete an acquittal report will be ineligible for future funding or possibly other grant programs.

## City of Marion acknowledgement

Part of the funding agreement will ensure The City of Marion is to be appropriately acknowledged for its sponsorship and contribution to the event.

This will include:

- Displaying the City of Marion's logo and the words "Supported by the City of Marion" in any printed or electronic promotional materials.
- Acknowledgement in any speeches that the City of Marion is a supporter of the event.
- Opportunity for the Mayor and/or representative to speak at the event.

The City of Marion's Style Guide and Branding Guidelines must be adhered to and Council's Communications Unit will need to approve all material during production allowing a three-day turnaround time for approval.

## Other conditions

- Funds must be spent within the agreed timeframe on specified event unless an extension is granted.
- Any changes to the original event plan must be submitted to Council in writing for approval.
- The City of Marion's decision regarding event funding is final.
- Applicants who meet eligibility and assessment requirements are not guaranteed funding.
- The City of Marion reserves the right to separately promote any funded event.
- All events must comply with state and federal legislation and delivered with appropriate risk mitigation.
- All necessary City of Marion approvals must be obtained prior to the event occurring.
- The City of Marion is not responsible for the delivery or outcomes of the event.
- Successful applicants will be required to enter into a funding agreement with the City of Marion.

## Terms and Conditions

1. Applications must be received at minimum 4 months prior to the event.
2. Projects must be delivered within 12 months of receiving funding.
3. Acquittals must be completed and returned to the City of Marion no later than one month from the completion of project or by 12 months from the receipt of funding whichever is sooner.
4. Acquittals must be done online and include attachments of all receipts. The funds provided must be used for the approved project as detailed in the grant application.
6. Applicants must demonstrate that any purchase of equipment or materials is used solely for the project.
7. Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval by the City of Marion.
8. The City of Marion is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material.
9. The City of Marion logo will be supplied and is to be applied to all advertising and promotional material including banners, posters, leaflets, etc.
10. The City of Marion will reserve the right to separately promote any funded project.
11. The City of Marion is to be given verbal acknowledgement of the funding in any speeches at events.
12. Applicants will be responsible for obtaining any relevant approvals including use of council land and road closures and special event permits where relevant. View the following link:  
<https://www.marion.sa.gov.au/things-to-do/parks-and-playgrounds/events-in-parks>
13. Projects must meet legal, child protection and insurance requirements set by State and Commonwealth legislation. For further information visit the SA Department for Education and Child Development website regarding Child related employment screening: <https://screening.dhs.sa.gov.au/>
14. Groups that are not incorporated may still be eligible, provided applications are auspiced by an eligible sponsoring body.
15. The applicant / sponsoring body must provide their incorporation number and ABN. If the applicant / sponsoring body does not have an ABN the Statement by Supplier form may be completed if your organisation is eligible, forms are available on the City of Marion website.
16. Funds must be made payable to the applicant / sponsoring body. If successful, a cheque will be made to the nominated organisation in Section A of the application form or unless otherwise stated.
17. Any part of the grant funds that are not used must be repaid to the City of Marion unless prior written approval is obtained.
18. It is the responsibility of the applicant / sponsoring body to obtain all necessary insurances and the City of Marion will not be held liable for any matter arising out of this grant.
19. It is the responsibility of the applicant / sponsoring body to indemnify and keep indemnified the City of Marion, its employees and agents, against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claimed against them or any of them out of or in relation to the project.