



# COMMUNITY EVENT FUND GUIDELINES

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, schools 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 that 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 events and activities are inclusive and as accessible as possible for all groups, including people of various ages, 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-events>

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

**Please ensure complete applications are submitted online at least one month prior to your event. If your application requires further information after submission, the processing of your application may be delayed.**

For project enquiries and support with your application, we encourage applicants to contact the Grants Officer by phone or email – or in person.

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 may 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.

## Expected Grant Outcomes

The City of Marion is committed to supporting Community Events that provide a demonstrated benefit to the community. Applicants are required to complete the acquittal and evaluation process once funding has been spent.

## How much can we apply for?

The City of Marion has allocated \$15,000 per financial year to the Community Event Fund.

## Applicants may apply for up to \$2,000 per event.

This amount is discretionary and the amount received will depend on the assessment of your application. Funds will be available until exhausted.

## Multiyear funding:

Applicants may be eligible for funding each year, for up to three years for the same event. Applicants must continue to meet eligibility and complete a separate acquittal for each year.

## Eligibility Criteria

To be eligible the applicant must:

- Be a not-for-profit organisation, community group, school or voluntary association.
- Incorporated OR obtain sponsorship from an appropriate incorporated body (who will 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 if applicable, you may complete the Australian Taxation Office Statement by a Supplier Form.
- 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 receipts and acquittal from online. This form is due one month after the completion of the event, or by 30 June of the financial year funding is received, 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.
- Verbal 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 financial year the funds are received in unless an extension is granted in writing.
- 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 be delivered with appropriate risk mitigation.
- All necessary City of Marion approvals and permits must be obtained prior to the event occurring.
- Projects must meet legal, child protection and insurance requirements set by State and Commonwealth legislation.
- The City of Marion is not responsible for the delivery or outcomes of the event.
- 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.
- 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.