



Event Grants

2020 / 2021



northern
beaches
council

Event Grants & Sponsorship Guidelines – 2020/21

Program Overview

The Event Grants and Sponsorship Program is underpinned by a philosophy of partnership whereby Council will seek to support the delivery of new and innovative events as well as ensure existing events continue to expand and prosper on the Northern Beaches.

The Event Grants and Sponsorship Program aims to build the skills and resources of the community to deliver a rich and diverse calendar of local events that promote community participation and celebrate the unique social and cultural fabric in our villages and town centres. The outcome from the program will see enhanced economic, social, environmental and/or cultural benefits to the Northern Beaches community.

The focus of the Program is on new and innovative events and others that add value and benefits to our local villages and town centres across the Northern Beaches. Applications can be made all year round until the available funds are allocated. Applications will be assessed quarterly.

Grants and Sponsorship

The **Grant Program** is designed to enable the delivery of new or expanded events by assisting with start-up or one-time costs associated with the event such as purchase of equipment or seed funding to get an event off the ground. Grants are not recurring or ongoing and are designed to underwrite the costs of specific expenses in launching or growing your event.

The **Sponsorship Program** is designed to support events with operational costs such as marketing, promotion and administration. Sponsorship is provided in return for certain specified benefits to eligible organisations on an ongoing basis for a period of up to three years.

Funding Amounts and Fee Waivers

A grant or sponsorship request can be for any amount but must be able to provide justification for the amount requested within the context of their budget and event plan. Event funding is generally capped at \$10,000, and the average grant is around \$2,000. Where events attract significant attendance, have stakeholder partnerships with State Government like Destination NSW, and demonstrate measurable, high-impact economic, social and community outcomes, funding of up to \$50,000 may be negotiated. Council aims to support events to become financially sustainable in future. Therefore, please keep in mind that events which request funding to cover the total

event expense budget are highly unlikely to be awarded full funding unless they can demonstrate how they will become financially independent in future.

Fee waivers are available for some Council fees and charges. It is essential that you have received an estimate of your fees prior to submitting your funding application as you will need to include these fees in your budget if you want them to be waived. To obtain an estimate of your event fees, please contact the Reserve Bookings team on 02 9942 2550 or reservebookings@northernbeaches.nsw.gov.au. Council support via fee waiver will be for the same duration as the grant or sponsorship.

Objectives

The Event Grants and Sponsorship Program aims to address Council's vision and values outlined in the Community Strategic Plan and achieving the following Community Outcomes:

- Places for People – aspire to create welcoming, accessible and affordable places that foster good health and social interaction.
- Community and Belonging – aspire to care for everyone in the community, making sure that people feel safe, supported, included and have diverse opportunities for a rich cultural and social life.
- Vibrant Local Economy – aspire to create a thriving and vibrant local economy where traditional and new industries are supported.
- Protection of the Environment – aspire to protect the natural and built environment from the risks and impacts of global and local pressures.
- Participation and Partnerships - aspiring to achieve better outcomes for the community in the long term by tapping into the wealth of local knowledge and expertise that exists within the community.

Council aims to support events that contribute towards the following **Goals and Strategies**:

- Goal 4 – Our Council is recognised as a community leader in environmental sustainability.
 - a. Develop a culture of commitment to environmental sustainability and lead by example.
- Goal 8 – Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing.
 - a. Create welcoming villages and neighbourhood centres that are vibrant, accessible and support our quality of life.
- Goal 9 – our community is healthy, active and enjoys a broad range of creative sporting and recreational opportunities.

- c. Encourage a broad range of activities that enable social interaction, stimulate wellbeing. And support people at each stage of their lives.
- Goal 10 – our community is stimulated through a diverse range of cultural and creative activities and events.
 - a. Support the arts and creative communities
 - b. Expand cultural events and creative opportunities including safe nightlife opportunities.
 - c. Provide more events and opportunities for young people to socialise.
- Goal 12 - our community is friendly and supportive.
 - a. Support community groups to facilitate volunteer opportunities.
 - b. Build an inclusive community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity to participate in community life.
 - c. Recognise and honour Aboriginal culture and heritage.
 - d. Value and celebrate our diverse heritage and cultural differences.
- Goal 15 - Our centres attract a diverse range of businesses, providing opportunities for work, education, leisure and social life.
 - d. Enhance and extend opportunities for sustainable tourist economy throughout the area.

Community Benefits

Events deliver wide and varied benefits that include but are not limited to:

Community

- Promote cultural connection
- Increase community satisfaction
- Encourage cultural diversity and inclusiveness
- Promote more active lifestyles
- Promote awareness of environmental programs and initiatives
- Encourage the protection of environmental values.

Social

- Strengthen local cohesion
- Promote sense of belonging and wellbeing
- Encourage community participation and involvement
- Enhance the sense of place and promote liveability for local residents.

Arts and Culture

- Boost creativity and innovation
- Promote opportunities to work collaboratively in partnerships
- Build capacity in the community and local leadership.

Economic

- Support local businesses and job creation
- Increase tourist visitation and spend
- Showcase local industries
- Enhance the profile of key destinations.

Eligibility

All applications must meet the eligibility criteria, as listed below.

Organisations must:

- be able to demonstrate that it is:
 - registered as an incorporated and not-for-profit organisation – i.e. registered with Fair Trading NSW, ASIC or the Australian Charities and not-for-profits Commission (ACNC) - except with major and signature events which are also open to 'for-profit' organisations.
- not owe any outstanding rates or debts to Council.
- be up to date or have completed and adequately acquitted any previous grant/sponsorship funding from Northern Beaches Council.
- acknowledge if the event is for the purpose of fundraising either for itself, or 3rd party, hold a current "Authority to Fundraise" from NSW Fair Trading and must identify the beneficiaries which must be:
 - an eligible organisation in its own right (incorporated, not-for-profit)
 - based on the Northern Beaches
 - provide primary benefit to the Northern Beaches community
 - agree to provide additional information in the final report and acquittal.Further information is in the FAQ section.

Applicants and/or events which have previously received financial support from Council will be assessed on past performance.

Events must:

- be open and accessible to the public to attend and/or participate
- be held within the Northern Beaches LGA.
- be held by 31 August 2021. Payment must be made by 30 June 2021.
- provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the Northern Beaches community
- provide opportunities for the community to participate in and contribute to activities/events in the Northern Beaches LGA

- promote the Northern Beaches and contribute to its reputation as a great place to live, visit, work and invest.
- promote environmental sustainability and adhere to Councils policy;
- support local businesses and boost the local economy where possible
- promote effective transportation and connectivity for people to get to and from the event
- not be overly religious or political or otherwise divisive or offensive to the general community.
- not promote tobacco products or gambling.

Ineligible Activities

- Recurring or ongoing operational expenses not directly related to the event - grant and sponsorship funding must only be applied to costs associated with the proposed event.
- Fundraising for political parties or religious groups.
- Projects/events that contravene one or more Council policy.
- Funding of prizes or trophies.
- Events that are seen to be in competition or conflict with Council activities.
- Payment of debts.
- Regular gatherings, markets or sporting events such as Nippers.

Please contact Council's Events Team if you are not sure if you meet the eligibility requirements.

Assessment Criteria – for all Grants and Sponsorship

Criteria	Description	weighting
A	Community benefit – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.	Double
B	Priority areas – the event strongly relates to one or more identified Goals and/or strategies.	Double
C	Value for money – the application has justified the grant amount requested and included a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as other contributions including corporate sponsorship and in-kind support.	Double
D	Environmental & waste management – the event promotes sustainability and practices waste avoidance principals.	Single
E	Organisational capacity to deliver – the applicant has a demonstrated track record in delivering events or activations of the scale and type proposed, and/or the application includes thorough event planning and achievable outcomes.	Single
F	Marketing and evaluation strategy – the application includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured.	Single

The application form will be scaled commensurate with the value of the funding you are requesting from this grant and sponsorship program. However, the panel will be looking for evidence that your application:

- has a sound basis for the event concept that aligns with the character and culture of their local area
- has a clear event plan detailing the event structure, operational processes and risk management
- has a well-structured and organised event management committee or company with appropriate skills to deliver and market the event.
- has strategies for measuring visitation and the visitor experience
- demonstrates sound financial management in budget planning
- has relevant approvals from Council and other authorities
- has considered whether the event is complementary to the proposed location.

For signature events whether your application:

- demonstrates capacity to attract significant participation numbers
- attracts destination visitors and the potential for multiple night stay in local accommodation
- demonstrates clear marketing strategies for raising awareness of the event outside the Northern Beaches
- demonstrates measurable economic benefits to the local business community.

Submitting an Application

Grant and sponsorship applications must be submitted online for each round at SmartyGrants.com.au – [Round 1](#) / [Round 2](#) / [Round 3](#)

You can preview the form before starting, and download a PDF at any time should you wish to print a hard copy. It is recommended that you preview the application form and contact the Events team to discuss your event proposal prior to your application.

To discuss your event, clarify the eligibility criteria, or need help accessing a computer or navigating the online application form please contact the Events Team on 9976 1752 or email events@northernbeaches.nsw.gov.au.

You should be prepared to answer questions regarding your organisation's incorporation or company status, ABN (where relevant), insurances and bank details.

Timing

There are three rounds of applications. In order to receive a determination on your grant application prior to the event, **you must submit your grant in the correct funding round** and should already have received approval from the Parks and Reserves Team to hold the event. Having approvals in place prior to submitting your grant application will enable a more accurate assessment of fee waivers and provide a level of certainty that the event is viable and will proceed. **Please note the application timeframes below to ensure you submit to the correct funding round and to allow enough time to plan your event.**

Once all funding has been allocated, no further assessments will be conducted until the next round is announced for the following year. Applications will be assessed throughout the year. The following table is guideline for when you can expect to receive an application approval. Please consider these timeframes for your event date.

Round	Application Timeframe	Approximate Council Approval	For Events Held
Round 1	Mid February 2020 – 30 April 2020	June 2020	After 1 September 2020 and before 31 August 2021
Round 2	1 May 2020 – 31 August 2020	November 2020	After 1 Feb 2021 and before 31 August 2021
Round 3	1 September 2020 – 31 December 2020	February 2021	After 1 May 2021 and before 31 August 2021

Signature event applications may be negotiated outside of the above timelines. Please contact the Events Team for further information.

If no new applications are received within a review period, no report will be presented to Council.

Approvals

Note that if you are successful in receiving a grant or sponsorship no payments will be made until all applicable approvals have been granted and provided to Council along with a signed funding agreement and valid invoice.

The application does not require you to upload supporting documents at this stage, however if you already have them, it is **strongly recommended** you upload any documents that will enhance your application and/or demonstrate approvals and event readiness. These documents may include, but are not limited to:

- [Reserve Booking Form](#) and where possible, confirmation of approval
- Certificates of Insurance (public liability, volunteer, workers comp)
- Evidence of Community Support
- [Event Waste Management Plan](#)
- Marketing Plan
- Approvals from other agencies i.e. aquatic licence or liquor licence
- [Authority to Fundraise from NSW Fair Trading](#)

Further information regarding supporting documentation is detailed below.

Assessment Process

All applications for funding support will be assessed on the information provided in the application form and submitted attachments. Applications will be assessed against the criteria above. The following process will be used to assess all applications for grant, sponsorship and fee waiver support:

Stage 1: Receipt and registration of applications

Applications will be screened for eligibility and compliance with the selection criteria. Council may undertake further research of applicants and conduct checks for non-disclosure of any relevant information.

Stage 2: Assessment of eligible funding proposals against the assessment criteria

The assessment panel for the events grants and sponsorship will consist of:

- 2 x Councillors - voting
- 1 x Senior Council manager from relevant Business Unit – voting
- 3 x Council staff from relevant Business Units – voting
- Support Officer (staff) – non-voting

The assessment panel will convene at the end of each round. Additional assessments for signature and major events will be negotiated as deemed appropriate.

The assessment panel will assess eligible applications on the information provided in, and attached to, the application form against the assessment criteria. Council may use

information about an applicant that is, or becomes known to Council in the course of Council's business, as well as any publicly available information.

Your budget must be realistic and align with how the event is described and the community benefit it will derive. The panel will make its funding recommendation based on what is realistic, achievable and evidence based and may not always reflect the amount requested.

Stage 3: Selection of preferred applicants

Applications that have met requirements from stages 1-2 will be ranked in order of merit and the panel will nominate the level of funding to achieve the most value for money from the available funding. Ranking will be determined against responses to the assessment criteria. The assessment panel will provide a recommendation to Council of funding recipients. The recommendation will be provided to Council at the end of each round.

Stage 4: Notification of outcome

Applicants will be advised the outcome of their application following adoption at the Council meeting. Successful applicants will be invited to enter into a funding agreement with Council. Unsuccessful applicants may request feedback on their application.

Stage 5: Entering into funding agreements

Successful applicants will receive a letter of offer and funding agreement which contains the entire agreement between the parties. There is no binding agreement on any parties until the funding agreement is agreed to and signed by Council and the applicant's authorised representative(s).

Funding will not be dispersed to successful applicants until a signed copy of the funding agreement, an invoice and all relevant approvals have been received by Council. Funding agreements will operate until 31 August 2021, except in the case of sponsorship where the agreement is for up to three years. Grant payments will be made in the 2020/21 financial year and must be acquitted within two (2) months of the funded event. Sponsorships will be paid, reported and acquitted annually within two (2) months of the funded event each year.

Important Note

Meeting the assessment criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the assessment criteria. Only applications meeting the assessment criteria to a high degree are likely to be funded.

It should also be noted that receiving a grant or sponsorship agreement from Council, does not guarantee that your event has or will be approved to occur in the location and/or date that you have indicated. Events receiving multi-year sponsorship agreements, will still be required to seek and receive yearly event approvals. This is a separate process that is undertaken by the Reserves Booking Team. All enquiries regarding the event approvals should be directed to 02 9942 2550 or on reservebookings@northernbeaches.nsw.gov.au and will ideally have occurred prior to submitting a grant or sponsorship request.

Reporting

Funded organisations will be required to submit a final report on the strengths, weaknesses and community outcomes of the event including attendance, community engagement, and financial viability of the grant funded event. Major and signature events which have received funding will also be required to provide a detailed post event report which includes assessment of the local economic and community benefits.

All funding will need to be acquitted within two months of the event occurring and therefore all receipts and other evidence of expenditure should be retained. Requirements will be outlined in the funding agreement. Multi-year sponsorship recipients will be required to report and acquit each year of the sponsorship agreement.

Geographical Location of Events Across the Northern Beaches

All applications will be assessed against the identified assessment criteria and prioritised for funding. However, the spread of events across the Northern Beaches will be taken into account. This approach seeks to spread events across the Northern Beaches but does not guarantee an even spread or an event in every suburb.

Partial Funding

Partial funding is an offer of funding (grant or sponsorship) that is less than the amount requested in your application. Partial funding may be offered to support an event where the panel considers it appropriate and or funding is limited.

Fundraising Events

An event where the objective is to raise funds for either the applicant organisation or one or more third party organisations is eligible to receive a grant or sponsorship under these guidelines. However, the application must identify the recipient organisation/s which must be located in and primarily benefit the Northern Beaches community and you must provide evidence within your application that you have a current 'authority to fundraise' from NSW Fair Trading.

Identified recipients of the fundraising resulting from the event must be either an incorporated and not-for-profit organisation, or a registered charity. If you receive financial or fee waiver support under this program for a fundraising event, your final report and financial acquittal will require proof that raised funds were paid to the eligible organisations identified in your application.

Third party fundraising is where your organisation is holding an event or activity where the objective is to raise funds for another organisation or group of organisations.

Acknowledgement of Council Support

Any event that receives funding or fee waiver under this program is required to acknowledge Council in all promotional material prior to, during and following the event. Council will supply successful applicants with Council logo and a statement of acknowledgement for use. Council staff must review all materials prior to publication to ensure compliance with Council's branding.

Conflict of Interest Declaration

The application form requires you to declare any perceived or actual conflict of interest. Declaring a conflict of interest does not mean that your application will become

ineligible, but it must be declared to ensure transparency of the process. As the staff members who sit on the assessment panel are not identified, you can assume that there is no conflict unless you are aware from your relationship with the staff member that they are on the assessment panel. If the staff member declares a conflict the declaration will be assessed and appropriate action taken with regard to assessment of your application. Similarly, if you have a potential conflict due to a relationship with a senior staff member of council you should declare it here.

Supporting Documentation

Providing supporting documentation at the time you submit your application will strengthen your grant/sponsorship application. While there is no requirement to have pre-approval for your event at the time you submit your grant or sponsorship application, it is recommended so that any fees and charges your event may incur can be taken into account during assessment and included as part of a funding recommendation.

When uploading any documents to the application, please name the file with a name that will identify the content i.e. 'marketing plan'.

If not provided with the application, you will be required to provide a number of documents should your application be successful including but not limited to:

Event Booking Application Form

Two forms are available on the website. For smaller events, use the [Small Events Booking Form](#) for all events. For larger events and activities that expect over 1,000 attendees and may include a fair, fete, circus, concert, fun run or walk, please use the [Major Events Form](#).

These forms are the mechanism for requesting a number of Council approvals in relation to your event and will identify where further information is required by Council. It is recommended you submit this well ahead of submitting a grant or sponsorship request.

Environmental & Waste Management

An [Event Waste Management Plan](#) is required for any event with an anticipated crowd size of more than 100 people and/or where there is food, drinks, giveaways and promotional material.

Local Business and Community Support

A community event should be supported by the local community. This support can range from being in support of the event proposed with no contribution/role in the event but can also include financial and in-kind support. You will be required to provide evidence of any support for your event within the application.

Marketing and Promotion

You will need to provide information on how you intend to promote your event to the local community and beyond if successful. Council will assist with the promotion of events that are selected to receive financial support through this program. This may include but is not limited to promotion on Council's website and notices as deemed appropriate by Council staff.

Contacts

To discuss your event or to clarify the eligibility criteria, please contact the Events Team on 9976 1752 or email events@northernbeaches.nsw.gov.au.

Council **will** respond to requests for information that seek clarification of issues to allow them to better understand the application form and application guidelines.

Please note that Council **will not** accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase. At the end of the selection process Council will notify all applicants regarding the funding outcome.

Privacy and Personal Information

Council has certain obligations in relation to the personal information that it collects from an individual. Personal information collected by Council is held and used by Council as permitted by the *Privacy and Personal Information Protection Act 1998* (PPIPA).

When you lodge a community grant application Council will collect from you personal information within the meaning of PPIPA. Personal information collected by Council will include your name, contact details and other personal information included in the grant application form.

The agency collecting the information, and which will hold the information, is Northern Beaches Council of 725 Pittwater Rd, Dee Why NSW 2099.

The information is being collected to be used for Council's purposes, including for the purposes of Council's grants program and any future funding application you have with Council.

The intended recipients of the personal information are officers within Council, data service providers engaged by Council from time to time and any other agent of Council.

The supply of information by you is voluntary; no law requires you to provide any personal information to Council. If you cannot or do not wish to provide the information sought, Council may be unable to process your application.

Under PPIPA, you have the right to access your personal information held by Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate).

Should you wish to access or correct your personal information, please make a written request to Council by either emailing us at council@northernbeaches.nsw.gov.au or writing to us Northern Beaches Council, PO Box 1336 Dee Why NSW 2099.

Glossary

Activation	Activations transform public spaces into vibrant places where communities gather through activities, installations, events and pop-up spaces.
Acquittal	Reporting on the activities and outcomes of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
Charity	Listed on the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity. Eligible under this program.
Event	An event includes community and cultural celebrations, festivals, civic commemorations and art and cultural events. It also encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to some of our unique destinations. The grant does not support private or business events, regular gatherings, markets or sporting events such as Nippers.
For profit company	An entity registered with ASIC and operating for profit. Eligible only for major and signature events.
Grant	Cash or in-kind (fee waiver) support provided for a specified purpose directed at achieving goals and objectives as defined in the grant application and funding agreement between Council and the recipient.
Incorporated body	A legal entity (organisation) whose status is registered with NSW Government Fair Trading and operates within the scope of the <i>Associations Incorporation Act 2009</i> .
In-kind contribution	An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer hourly rate. A Council in-kind contribution is where Council foregoes revenue (either in full, or a percentage) on things for which there would normally be a fee i.e. reserve bookings as approved by the relevant Council department and which are directly related to the event for which a grant is being sought.
Not-for-profit	An organisation that does not operate for the profit or personal gain of its members. Any profit must be used to implement the organisations purpose.
Partner	Another organisation or individual who are working with the applicant organisation to deliver this event. You should identify all partners and their role/responsibility and any contributions, financial and in-kind.

Public company limited by guarantee	Charities and not-for-profit organisations can be registered under the <i>Corporations Act 2001</i> as a public company limited by guarantee. This registration is with ASIC and is eligible under this program.
Sponsorship	A financial (or in-kind) contribution provided to an event organiser in return for co-branded exposure and acknowledgement.
Third party fundraising	Fundraising on behalf of or for the purpose of donating or granting funds to another organisation, group of organisations (charitable or otherwise) or an individual.

Frequently Asked Questions

When is the deadline to submit my application?

In order to receive a determination on your grant application prior to the event, **you must submit your grant in the correct funding round**. Refer to 'Timing' section above for more information or contact the Events team on 9976-1752 or events@northernbeaches.nsw.gov.au.

Please note it is highly advisable to contact the Events Team prior to the round deadline in order to discuss your event application. This will allow you an opportunity to receive some initial feedback and guidance on your application.

Do I need to have an incorporation number and ABN?

You will be required to identify how you meet the criterion of incorporation by either:

- providing a valid incorporation number, or
- indicating that you are incorporated by the ACNC.

A search of the relevant registers will be undertaken by staff to confirm your eligibility. If your organisation is not incorporated, your application will not be eligible for assessment.

An ABN is not mandatory, but should be provided if your organisation has one. The ABN will also assist in eligibility checks and will need to be provided should your application be successful, as it will form part of the funding agreement and tax invoices relating to the grant.

The only exemption to this requirement are major and signature events which can be from a for profit organisation.

My event meets more than one priority area, goal or strategy. Which one do I select?

If your event addresses more than one you should select all that apply to your event and describe how your event relates to the priority.

Do I have to submit my application online?

Yes, you must submit your application online through the SmartyGrants application form. The link to the application form is on the Northern Beaches Council website. If you have problems accessing a computer, or need help with the online application form please contact the Events Team on 9976-1752 or events@northernbeaches.nsw.gov.au

Can my organisation submit more than one application?

Yes, you can submit more than one application if you have more than one eligible event under this grants stream. Every application will be assessed on its merits against the assessment criteria. You can also apply for a sponsorship of your event, and a grant for the same event but these will be for different purposes. Please refer to the definitions of grants and sponsorship in the guidelines.

What do you mean by 'risk to my event'? Why do you need it?

A risk assessment identifies any risk to your project. It would include anything that would impact the delivery/implementation of your event. Identifying risks to your event and having measures in place to mitigate them demonstrates that you have considered your event in its entirety and are more likely to be prepared should a risk become a reality.

Can we purchase equipment?

Equipment that is directly related to the event is eligible, particularly if the purchase of this equipment enables the event to be more viable and sustainable into the future.

Are contractor costs eligible?

Yes. Contractor expenses are eligible, but need to be directly related to the implementation of the approved event. Staff and/or operational costs not directly related to the implementation of the event are not eligible under either a grant or sponsorship.

My organisation is not incorporated. Can I still apply?

Council is not able to enter into funding agreements with individuals or unincorporated organisations. You will need to work in partnership with an organisation that *is* incorporated. The primary applicant (meaning the applicant submitting this form) must be the incorporated organisation. Grant funds cannot be used towards servicing this relationship.

How do I print or make a PDF of the application form?

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy. This option is available on the last page of the application.

Can I upload additional and supporting materials?

You will be able to attach additional documentation to support your application, such as event approvals. However, additional materials should be in support of your application—not form the basis of it. You will primarily be assessed on information you enter in response to the questions. **Do not answer simply with 'see attachment'.**

What are the additional requirements around fundraising events?

Fundraising for your own organisation or 3rd party is eligible on condition that:

- the beneficiary organisation/s is/are identified in the application form, based on the Northern Beaches and provide primary benefit to the Northern Beaches community. The applicant must also hold a current "authority to fundraise" from NSW Fair Trading. Evidence that the raised funds were paid to the stated recipient will be required as part of the acquittal
- the event itself is delivering community benefit and meets all other criteria
- Northern Beaches grant funding is applied to the costs of the event, not as a donation to the recipient organisation

- this does not include religious or political fundraising events – these are still ineligible events and recipients.

How should I enter information into the budget tables?

You need to include as much detail and be as accurate as possible when filling in the budget details. The budget should be broken down into identifiable and realistic components so that the assessment panel can determine where you are planning to spend the grant money and any other financial contribution to the project.

You should clearly identify all sources of funding income for the project. This grant application is one source of income. Other sources could include your organisation's contribution, and other grants/contributions from other organisations.

You should clearly identify all sources of expenditure for the project. This includes Council fees – please contact the Reserve Bookings Team on 02 9942 2550 or on reservebookings@northernbeaches.nsw.gov.au for further information on your expected fees.

Your total income should equal the total expenditure.

For example:

Income (cash)	
Identify the source of the income, and whether or not this is confirmed	Amount \$ (GST exclusive)
Amount of funding sought in this application – unconfirmed	4000
Cash contribution from corporate sponsor (QANTAS) – confirmed	3000
Cash contribution from applicant organisation – confirmed	6000
Ticket sales – unconfirmed	5000
Council fee waiver (for park hire) - unconfirmed	300
Total Income	\$18,300

Expenditure (cash)	
Expenditure and funding source	Amount \$ (GST exclusive)
Purchase of branded marquee – Council grant	4000
Lighting and AV x 3 day hire – applicant organisation contribution	6000
Marketing (website and banner design/printing) – QANTAS	3000
Musician and contractor fees	5000
Council fee - park hire	300
Total Expenditure	\$18,300

What do I need to know about GST?

Application form: The grant application form requests all monetary information to be entered exclusive of GST.

Successful applications: If your organisation is registered for GST, and you are successful in your application for funding, then we ask that you add GST to your grant amount at the point of invoicing.

What happens to unspent grant funds?

If your approved event expenses come in at a lower than expected amount, Council will determine whether the remaining funds are to be returned to Council, or allocated to another expense within your approved event. This will be done on a case-by-case basis. Applicants must notify the Grants Team as soon as they are aware of the cost variation.

Can I charge an entry fee or sell tickets to the event?

Yes. Generating income through ticket sales can be one way to help your event become self-sustaining. If you intend to sell tickets, you must identify this within the budget's income table and be realistic regarding the forecasted value of this income.

Are schools eligible to apply?

No, however some P&C Associations meet the eligibility criteria of being an incorporated, not-for-profit organisation. An event undertaken on school grounds would need to clearly demonstrate how the wider (non-school) community would benefit and gain access.

If my application is successful, I'll need to secure event permits and approval before signing the funding agreement. What kind of approvals will I need?

A number of activities associated with events require approval from Council and other agencies such as the Police. These can include but are not limited to:

- [Public reserve bookings](#)
- [Waste management & cleaning](#)
- Liquor licence
- Fireworks
- Aquatic licence
- Environmental health (food related)
- Machinery/vehicle access
- Temporary structures
- Public Address systems
- Musical performances
- Lighting
- Power/generators
- Road closure/traffic management
- Car parking
- Community centre bookings
- [Filming and photography](#)
- [Busking](#)

Council's website contains further information on acquiring these approvals. Please visit northernbeaches.nsw.gov.au. and review the [forms](#) you will need to submit.

Application Tips

- Ensure you have checked the funding round timings prior to submitting your application – allow plenty of time between the Council approval date and your event date (refer to “Timings” section above).
- Ensure you have put your event application in with the Reserve Bookings Team and received a fee estimate prior to submitting your grant application.
- Contact the Events Team prior to submitting the final copy of your grant application to receive initial guidance and feedback.
- Include as much detail as possible in your budget. Keep your funding request realistic (refer to “Funding Amounts & Fee Waivers” section above).
- Include details about the benefits available to Council for supporting your event e.g. sponsor benefits.



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