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Taste of the Beaches Event Grants Program Guidelines

Program Overview

In 2021, Northern Beaches Council is taking the ever-popular Taste of Manly event and transforming it into a month-long celebration of the best on the beaches. From Manly to Palm Beach to Terrey Hills and everywhere in between, the Northern Beaches will be the place to eat, drink and play. **Taste of the Beaches** will offer local businesses a festival-like opportunity to provide the community and visitors with unique dining and entertainment experiences, bringing people together in our beautiful public spaces and in venues.

Council is offering \$1,000 and \$2,000 grants to local restaurants, cafes, bars, pubs and clubs to hold their own special Taste of the Beaches food and drink experience during the month of May. The grant program objectives are to drive visitation to venues/ businesses and promote the Northern Beaches as a destination for great dining experiences.

Funding Amounts

Applicants are able to apply for either \$1,000 or \$2,000. You must be able to provide justification for the amount requested within the context of your budget and event plan. Partial funding is an offer of funding 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.

Eligibility

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

The event must:

- be held within the Northern Beaches Local Government Area (LGA)
- be held between 1 May - 31 May 2021
- be food and/or drink focused
- be open and accessible to the public to attend and/or participate
- not promote tobacco products or gambling
- not be overtly religious or political, nor fundraising for political or religious third parties

The applicant must:

- read and understand the program guidelines
- be an existing venue/business in the Northern Beaches Local Government Area (LGA). The event may have partners that are not located in the Northern Beaches LGA, but the primary applicant must be based in the Northern Beaches.
- be able to demonstrate alignment between their event and the objectives of this program
- not owe rates, reporting or other debts to Council
- have the appropriate type and level of insurance for the activities that are the subject of this grant



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Ineligible Activities

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

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

COVID-19

In light of the NSW Government's recent announcements on events and gatherings, along with increasing information from the Department of Health on Coronavirus (COVID-19), organisations applying for a Taste of the Beaches Event Grant will need to adhere to current [NSW Government Guidelines](#) regarding gatherings and any additional guidelines pertaining to your specific type of event. A [COVID-19 Safety Plan](#) is required for all events. If your event is approved for a Taste of the Beaches Event Grant but is cancelled due to a change to Government Restrictions for COVID-19 the following options are available:

- Delay the event until restrictions are eased and implement the event as planned prior to 31 May 2021 utilising the grant;
- Where the event cannot proceed prior to 31 May 2021, any grant payments made will need to be returned to Council or discuss options if grant funding has already been spent

Assessment Criteria

Criteria	Description
A	Community benefit – the event demonstrates contribution to the Northern Beaches community.
B	Innovation – the event strongly shows creativity and provides a unique food and/or beverage experience.
C	Value for money – the application has justified the grant amount requested, clearly indicating what Council funds would be spent on.

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
- shows innovation and uniqueness
- has a clear event plan
- has relevant approvals from Council and other authorities if required
- has considered whether the event is complementary to the proposed location



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Submitting an Application

Grant applications must be submitted online at SmartyGrants.com.au – [Taste of the Beaches Event Grants](#)

You can preview the form before starting, and download a PDF at any time should you wish to print a hard copy.

You should be prepared to answer questions regarding your organisation's ABN, insurances and bank details. Furthermore you will be asked to upload a copy of your public liability insurance.

It is 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](#) (if held on Council land) and where possible, confirmation of approval
- [Event Waste Management Plan](#) (if held on Council land)
- Marketing Plan
- Approvals from other agencies i.e. aquatic licence or liquor licence
- Risk Assessment / [COVID-19 Safety Plan](#)

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 8495 6565 or email events@northernbeaches.nsw.gov.au.

Timing

Please note the application timeframes below.

- Application timeframe: 26 February – 22 March 2021
- Applications close: 2pm Monday 22 March
- Approximate approval: 30 March
- Applicants notified: 1 April 2021
- For events held: 1-31 May 2021

Approvals

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

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

Event Booking Application Form (if held on Council land)

Two forms are available on the website. For smaller events, use the [Small Events Booking Form](#). For larger events and activities that expect over 1,000 attendees and may include a fair, fete, concert, fun run or walk, please use the [Major Events Booking Form](#). These forms are the mechanism for requesting a number of Council approvals in relation to your



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event and will identify where further information is required by Council. It is recommended you submit this well ahead of submitting a grant request.

Environmental & Waste Management (if held on Council land)

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.

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 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 nondisclosure of any relevant information.

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

The assessment panel for the Taste of the Beaches Event Grant will consist of:

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

The assessment panel will convene at the end of the application round.

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

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. Meeting the assessment criteria does not guarantee funding. Funding is limited.

Stage 4: Notification of outcome

Applicants will be advised the outcome of their application following the panel 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).



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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 May 2021. Grant payments will be made in the 2020/21 financial year and must be acquitted within one (1) month of the funded event.

Reporting

Funded organisations will be required to submit a final acquittal including attendance, community engagement, and financial viability of the grant funded event.

All funding will need to be acquitted within one month of the event occurring and therefore all receipts and other evidence of expenditure should be retained. Requirements will be outlined in the funding 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.

Acknowledgement of Council Support

Any event that receives funding 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.

Contacts

To discuss your event or to clarify the eligibility criteria, please contact the Events Team on 8495 6565 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



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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.



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Glossary

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.
COVID-19	COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person. Currently there is no treatment for COVID-19. Public gatherings and social occasions significantly increase the risk of COVID-19 spreading. Rules for public and social gatherings along with events differ between states and territories. Click here for current NSW Government Guidelines .
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, activities, meal specials or markets.
Grant	Cash 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.
In-kind contribution	An in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer hourly rate.
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.



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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 by 2pm on Monday 22 March 2021.

Do I need to have an ABN?

You will be required to provide your ABN details. The ABN will 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.

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 8495 6565 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.

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.

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'.