



VILLAGE FESTIVAL

Grant Funding Program

Grant Guidelines 2021/22





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Objective

The City of Canterbury Bankstown Village Festival Grant Funding Program has an allocation of \$25,000 to target events which capture our local town and village centres. These events will encapsulate a community driven, fete style festival featuring roving entertainment, community performances and local stalls.

Eligibility Criteria

Applicants must:

- Be a NFP organisation or community group in the Canterbury-Bankstown Local Government Area;
- Match Council's funding by 100% of the grant amount (e.g. \$10,000 grant by Council = \$10,000 minimum commitment);
- Have acquitted all grants previously funded under the Council Grants Program;
- Demonstrate the formation of a committee to oversee and manage the event;
- Must provide paid invoices for all costs incurred post event to Council; and
- The proposed event must take place in the 2021/2022 financial year.

All applicants must provide the following:

- Full project plan
- Site plan
- Proposed budget allocation
- Risk/ safety management plan
- Covid-19 safety plan if applicable
- Copy of 20 million public liability insurance
- Waste management plan
- Traffic management plan if applicable
- Copy of approved Special Event application form. Please note: applying for the Village Festival Grant does not include the approval process to host a special event on Council land. This must be done through the normal council application process.
- Post event report

How much can be applied for?

- The funding must be matched by the applicant to demonstrate a commitment to the program, up to a total of \$25,000.

Note: Grants will not be provided as reimbursements for events or projects that have already commenced.

Selection Criteria

- Applications must be made online. If you do not have access to the internet, please call Council on 9707 9227.
- All required sections of the Village Festival - Grant Funding Program Application Form must be completed.
- Applications must be submitted by COB Friday 26 March, 2021.
- Supporting material should be attached to the online application.
- Organisations are strongly encouraged to seek other funding through grants and sponsorships
- Partnerships or collaborations with organisations and local businesses are encouraged.
- Projects should demonstrate that they can be delivered effectively and efficiently.
- Event must be made free of charge to the general public.
- Council may recommend full or partial funding of the available grant across a pool of multiple applicants.
- Events supported by Council must seek to achieve one or more of the following objectives:
 - Promote economic development or activity;
 - Encourage visitation;
 - Address identified needs in key target groups;
 - Encourage capacity building;
 - Acknowledge diversity and build harmony;
 - Nurture community pride or sense of belonging;
 - Contribute to a positive image of Canterbury-Bankstown and its people;
 - Promote the City and its suburbs and showcase local talent;
 - Educate, inform and engage; and
 - Provide fun, affordable and accessible activities for local residents.

What will be considered for funding?

Examples include, but are not limited to:

- Hire of event infrastructure and equipment
- Costs relating to advertising and marketing of the event
- Audio-visual requirements
- Entertainment and performers
- Traffic management

What will not be considered?

- Events or activities that discriminate against and/or disadvantage any particular section of the Canterbury-Bankstown community, or that contradict widely accepted social norms;
- Events where the involvement of another sponsor would be contrary to Council's interest and objectives;
- Events or activities for political organisations;
- Activities that directly contravene existing policy of Council;
- Events that have very limited audience appeal;
- Private functions including but not limited to: dinners, gala's and private functions;
- Events which directly compete with Council's major events program;
- Salaries and on-costs related to the applicant organisation's full or part-time and casual employees; and
- Purchasing of equipment directly unrelated to the event.

Assessment Process

1. Council's Events and Activations team will assess applications according to the eligibility and selection criteria:

a. Project plan	25%
b. Budget	25%
c. Innovation	10%
d. Sustainability	15%
e. Impact	25%
2. A report recommending the allocation of Grant Funds will be presented to Council for consideration. Note: Full, partial or no funding for the application may be recommended.
3. All applicants will be advised of the outcome.
4. Council's decision is final.

Applications

Applications must be made online on the Village Festival - Grant Funding Program Application Form.
Applications Close Friday 26 March, 2021.

Successful applicants

Successful applicants will be sent a Grant Agreement.

Grants will be issued upon the completion of the event:

- On provision of all requested documentation, including paid invoices, and receipts for expenditure; and
- Via cheque.

Inability to comply with the conditions of the Grant may result in withdrawal of the Grant. Subject to current public health order.

Unsuccessful applicants

Unsuccessful applicants may discuss their application with the relevant Council officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

The closing date for applications is COB Friday 26 March, 2021.