



HORNSBY SHIRE COUNCIL

**COMMUNITY EVENT
GRANTS PROGRAM
POLICY GUIDE**

NOVEMBER 2023

We acknowledge the Traditional Custodians of this land, the Darug and GuriNgai peoples, and pay respect to their Ancestors and Elders past and present and to their Heritage. We acknowledge and uphold their intrinsic connections and continuing relationships to Country.

Hornsby Shire Council

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Please check the website for the latest opening hours for the Customer Service Centre and Duty Officer.

Disclaimer

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1.0 INTRODUCTION

1.1 Key Policy

- POL00444 Community Grants and Sponsorship

1.2 Related Policies and Strategies

- POL00272 Code of Conduct
- POL00258 Event Sponsorship and In-Kind support – Council’s Involvement
- POL00205 Customer Service
- POL00189 Community Representation
- POL00513 Single Use Plastics

1.3 Policy Background

The *Community Event Grants Program Policy Guide* supports the implementation of Council’s *Community Grants and Sponsorship Policy*.

The *Community Grants and Sponsorship Policy* and *Community Event Grants Program Policy Guide* have been developed to support the strategic themes of “*Economic Development and Tourism 2021 – 2026*”, “*Your Vision, Your Future 2028*”, as well as “*Liveable, Sustainable, Productive and Collaborative*” of Council’s Community Strategic Plan, and meets Council’s Delivery Program objective of “*providing comprehensive community support programs and providing diverse and interesting events for our community to participate in and enjoy*”.

The objectives of the policy are to:

- Encourage community-based organisations to develop and run sustainable events which meet and enhance community activities in the Hornsby Local Government Area (LGA), and preference be given to events that involve local residents.
- Promote the active participation of local residents in community initiatives, and the development of their capacity, skills, knowledge and opportunities.
- Provide assistance to the community to develop initiatives and services, which are consistent with Council objectives and programs, but not directly operated by Council.

1.4 Policy Summary

- \$17,638 will be available through our **Place Activation Grant** funding pool.
- Cash funding, in-kind support and sponsorship is available up to a total value of \$3,000 per annum, per applicant organisation. These grants are designed to be one-off only.
- Priority will be given to two (2) grants per Council ward.
- A Memorandum of Understanding (MOU) or agreement will form the basis of a funding agreement for both pools.
- Successful applicants will not be eligible to apply for additional funding or in-kind support from Council for the duration of the grant.

2.0 CRITERIA

2.1 Eligibility Criteria

Projects must be delivered within the agreed term.

To be eligible for grant funding, an organisation must:

- Be a not-for-profit organisation.
- Be incorporated or have evidence of auspice from an incorporate organisation and have an ABN.
- Be located within the Hornsby Shire LGA.
- Not have outstanding debts to Council.
- Not have overdue progress or acquittal reports for previously funded grants.
- Deliver on all funding conditions.
- Have all required licenses and insurances.
- Have a bank account in its name with a minimum of two signatories.
- Submit an application before the advertised closing date and complete all aspects of the form.

2.2 Assessment Criteria

In determining the grant application, Council will consider:

- Anticipated level of community participation and perceived level of community benefit of the proposed event.
- That the proposed event has a clearly stated purpose and a plan for achieving that purpose.
- The potential of the project to develop a sense of community.
- The capacity of the organisation to run the proposed event through providing a plan and supporting documentation.
- How each application meets the strategic outcomes of Hornsby Shire Council:
 - Livable – providing people with good opportunity to participate in community life.
 - Sustainable - recycling and sustainability initiatives including *Single Use Plastics Policy 2020*.
 - Productive – revitalised commercial centres in the Shire and the overall prosperity of the Shire.
 - Collaborative – impacts of the event on the community's long-term future.
- The capacity of the events to align with and/or support the *Disability Inclusion Action Plan*, as well as strategies including but not limited to economic development and tourism.

2.3 Application Checklist

The following documentation is required to support each application:

- A complete project scope and sustainability plan including proposed event plan and budget.
- Copy of audited financial statement and constitution from previous financial year.
- Copy of certificate of currency for public liability insurance to the value of no less than \$20,000,000.
- Proof of financial accountability and ability to comply with the terms and conditions of Council's funding.
- Previously funded organisations must have completed Council's acquittal form and have fully acquitted the previous grant with no outstanding debts, legal or compliance matters in respect of previous grants
- A complete risk assessment with the application that identifies how project risks will be managed.

2.4 Conditions and Exclusions

Hornsby Shire Council will not provide grants for:

- Activities, projects and programs that duplicate existing events.
- Commercial organisations.
- Individual persons.
- Political or lobby groups.
- Groups that have not met acquittal conditions to Council for previous grants or have debts outstanding to Council.

The following conditions will apply to the **Community Events Grants Program**:

- Applicants must be based within Hornsby LGA or proposing an activity that will take place within the Hornsby LGA.
- Applicants must also demonstrate contributions from other sources (own contribution / other funding or in-kind support) to the event.
- Funding cannot be solely derived from Hornsby Shire Council.
- Council will not provide grants for competitions, political purposes, or events of a commercial nature.
- Organisers / promoters / sponsors of this event must not have been found guilty of illegal or improper conduct by ICAC or any other legal authority.
- Events must not conflict with Council's policies and responsibilities to the community.
- Promoters or organisers of the event, who are Councillors or staff at Hornsby Shire Council, or are close relatives or business associates, must declare this potential conflict of interest. This declaration will not affect the eligibility of the application, however, failure to declare conflicts or associations may result in the grant being refused or withdrawn.
- Applications must be received on the prescribed application form, which is available for downloading from Council's website.
- Grants will not be issued retrospectively.
- Each application will be decided on its merit, and in accordance with the general eligible criteria as outlined in this policy.
- Approvals are subject to annual budgetary limits.

- Applications will not be considered if the applying organisation has outstanding debts to Council or acquittals for previous Council grant programs have not been finalised.
- Hornsby Shire Council's contribution must be acknowledged in the promotion of the event.
- Successful applicants for a **Place Activation Grant** will be required to show evidence of acknowledgement of Council's contribution to the event in the form of:
 - Inclusion of Council-supplied logo in marketing collateral with approval prior to printing / distribution.

3.0 ACQUITTALS

Recipients of the **Community Event Grant** must demonstrate:

- The funding will be spent within the agreed term.
- Provide a post event report and acquittal within six (6) weeks of delivering the event.

Failure to acquit the grant will impact future funding requests.

4.0 ASSESSMENT PROCESS

All applications for grants will be reviewed by a Grants Officer to ensure mandatory requirements have been met. **Failure to meet mandatory requirements will result in the application not being processed for assessment.**

All eligible applications will be considered by a minimum of three-person interdepartmental staff panel which may recommend full, partial or no funding. This decision will be carefully considered, with the view of maintaining the integrity of the proposal.

Applications will be determined successful by:

- Merit against the evaluation criteria of the program.
- Merit against other submissions in the same category.

Recommended applications for a **Community Event Grant** will then be reported to Council for endorsement.

Grants will be determined based on the term of the elected Council and subject to budget allocation. This assessment process will take between six (6) and eight (8) weeks to complete.

Applicants will be informed of outcome within two (2) weeks of Council endorsement.

Hornsby Shire Council regularly receives more funding applications than the available budget. Therefore, successful applications must satisfy the assessment criteria to a high degree.

Hornsby Shire Council reserves the right to:

- Request further information in considering any application.
- Decline any applications that fail to meet the eligibility or assessment criteria.

Once a decision has been made, the applicant will be contacted regarding the outcome of the application. If successful, a funding agreement will be established.

There is no separate appeal process for grant decisions, except for those appeal processes in the Hornsby Shire Council [Code of Conduct](#) and [Customer Compliments and Complaints Policy](#).

5.0 FUNDING AGREEMENTS

Hornsby Shire Council will develop a funding agreement and / or a MOU with the successful applicant to outline conditions or specific requirements for the event.

Funding agreements may request the supply of the following event documentation:

- Notice of intention to hold a Public Assembly. The form can be downloaded at www.police.nsw.gov.au.

No further Council resourcing or services including staff resources, waste, traffic management or venue hire fee waivers will be provided in addition to the grant funding for community events. Relevant resources will be charged according to Council's *Fees and Charges* with amounts deducted from funding request at agreement stage.

The applicant is responsible for all deliverables in the funding agreement, including reporting and acquittal requirements.

Council will recover payments for any damages, additional waste services or unpaid debts incurred by the event. Failure to comply with funding agreement terms and conditions can forfeit your event grant and result in restrictions on future funding.

Council is under no obligation to continue funding any given project beyond the term of the agreement.

6.0 LODGEMENT

- Applications must be made via the online application on the Hornsby Shire Council website by the nominated closing date.
- Applications received after the closing date will not be accepted.

7.0 FURTHER INFORMATION

For further information, applicants are asked to contact:

Jemima Stratton, Events Coordinator, jstratton@hornsby.nsw.gov.au

NEED HELP?



This document contains important information. If you do not understand it, please call the Translating and Interpreting Service on 131 450. Ask them to phone 9847 6666 on your behalf to contact Hornsby Shire Council. Council's business hours are Monday to Friday, 8.30am-5pm.

Chinese Simplified

需要帮助吗?

本文件包含了重要的信息。如果您有不理解之处，请致电131 450联系翻译与传译服务中心。请他们代您致电9847 6666联系Hornsby郡议会。郡议会工作时间为周一至周五，早上8:30 - 下午5点。

Chinese Traditional

需要幫助嗎?

本文件包含了重要的信息。如果您有不理解之處，請致電131 450聯繫翻譯與傳譯服務中心。請他們代您致電9847 6666聯繫Hornsby郡議會。郡議會工作時間為周一至周五，早上8:30 - 下午5點。

German

Brauchen Sie Hilfe?

Dieses Dokument enthält wichtige Informationen. Wenn Sie es nicht verstehen, rufen Sie bitte den Übersetzer- und Dolmetscherdienst unter 131 450 an. Bitten Sie ihn darum, für Sie den Hornsby Shire Council unter der Nummer 9847 6666 zu kontaktieren. Die Geschäftszeiten der Stadtverwaltung sind Montag bis Freitag, 8.30-17 Uhr.

Hindi

क्या आपको सहायता की आवश्यकता है?

इस दस्तावेज़ में महत्वपूर्ण जानकारी दी गई है। यदि आप इसे समझ न पाएँ, तो कृपया 131 450 पर अनुवाद और दुभाषिया सेवा को कॉल करें। उनसे हॉर्न्सबी शायर काउंसिल से संपर्क करने के लिए आपकी ओर से 9847 6666 पर फोन करने का निवेदन करें। काउंसिल के कार्यकाल का समय सोमवार से शुक्रवार, सुबह 8.30 बजे-शाम 5 बजे तक है।

Korean

도움이 필요하십니까?

본 문서에는 중요한 정보가 포함되어 있습니다. 이해가 되지 않는 내용이 있으시면, 통역번역서비스(Translating and Interpreting Service)로 전화하셔서(131 450번) 귀하를 대신하여 혼즈비 셔 카운슬에 전화(9847 6666번)를 걸어 달라고 요청하십시오. 카운슬의 업무시간은 월요일~금요일 오전 8시 30분~오후 5시입니다.

Tagalog

Kailangan ng tulong?

Itong dokumento ay naglalaman ng mahalagang impormasyon. Kung hindi ninyo naiintindihan, pakitawagan ang Serbisyo sa Pagsasalinhika at Pag-iinterpretar (Translating and Interpreting Service) sa 131 450. Hilangin sa kanilang tawagan ang 9847 6666 para sa inyo upang kontakin ang Hornsby Shire Council. Ang oras ng opisina ng Council ay Lunes hanggang Biyernes, 8.30n.u.-5n.h.

Farsi

نیاز به کمک دارید؟

این سند حاوی اطلاعات مهم می باشد. چنانچه آن را درک نمی کنید، لطفاً با خدمات ترجمه کتبی و شفاهی به شماره 131 450 تماس بگیرید. از آنها بخواهید از جانب شما با شماره 9847 6666 با شورای شهر هورنزبی شایر تماس بگیرید. ساعات کاری شورای شهر دوشنبه تا جمعه، از 8:30 صبح تا 5 بعدازظهر است.

