



**Business Centre:**  
Brown Street, Hamilton 3300  
Telephone: (03) 55730444  
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**Address related correspondence to:**  
Events Coordinator  
Development & Tourism Unit  
Southern Grampians Shire Council  
Locked Bag 685, Hamilton 3300

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## **SOUTHERN GRAMPIANS SHIRE COUNCIL**

### ***Minor Events Assistance Guidelines***

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#### **1. Purpose of Program**

The purpose of the program is to support groups and organisations to develop community events and activities that contribute to the increased social capital of the community, which bring visitors, expenditure and positive publicity to Southern Grampians Shire.

#### **2. Eligibility of Applicants**

The program is open to any incorporated community group or organisation that is driving a community minded initiative, operates or initiates action within Southern Grampians Shire, but does not meet the criteria of the Major Events and Conference Funding Program.

#### **3. Period of Grant**

It is expected that the event will be implemented within the financial year that the grant payment is made.

#### **4. Eligibility of Project**

Grants will be available to:

assist community groups or organisations with the support and promotion of minor community events, which have the potential to generate significant community benefit.

## **5. What Funding is Available?**

- 5.1 Requests up to \$500 will be considered.
- 5.2 Funding is provided on the merits of the event, with emphasis on economic, promotional and community benefits.
- 5.3 The amount of funding will be assessed on:
  - the number of potential visitors
  - perceived community benefit
  - innovation and likelihood of the event becoming part of the annual events calendar
  - other cash and in-kind contributions
  - previous assistance provided by Council

## **6. Funding Criteria**

- 6.1 It is desirable that the event should demonstrate the potential to draw visitors from outside the Southern Grampians Shire
- 6.2 The event should demonstrate the capacity for:
  - \* sound management
  - \* financial responsibility
  - \* effective promotion and publicity
  - \* capacity to complete the project
- 6.3 The event should have economic, promotional, social and community benefits
- 6.4 The event should demonstrate that other funding or income sources is being provided
- 6.5 Generally funds will be allocated to support the promotion and advertising of the event.
- 6.6 The event must demonstrate a commitment to a waste wise/recycling program
- 6.7 As part of Southern Grampians Shire's commitment to increase participation for all community members and in order to comply with the existing Disability Anti-Discrimination Legislation, there is a condition that the event must accept the Companion Card. (i.e You must not charge an admission fee for the carer/support person of the person with a disability who holds a Companion Card. For more information please refer to [www.companioncard.org.au](http://www.companioncard.org.au))

## **7. What will not be funded**

- 7.1 Requests for retrospective funding (ie events which have already occurred)
- 7.2 Projects considered to be the responsibility of other authorities or agencies.
- 7.3 Salaries
- 7.4 Normal operating expenses
- 7.5 Events receiving or eligible to receive other Council assistance.

## **8. Grant payment procedure**

- 8.1 Applicants will be advised in writing of the outcome of their submission.
- 8.2 Council is only obliged to pay the allocated amounts. No responsibility will be taken for budget over runs.
- 8.3 Project outcomes are monitored by Council and applicants are required to submit a brief report which substantiates the responsible use of the funds within 60 days of the completion of the project.
- 8.4 Applicants must invoice Council for the allocated amount after the completion of the project.

## **9. Application Form and Further Information**

- 9.1 Applicants must complete all sections of the attached application form and provide any other relevant information.
- 9.2 The application form is provided for organisations or community groups that seek funding for up to \$500 to support Minor Community Events.
- 9.3 Applicants are invited to discuss their event/application with Miss Sardie Bennett, Events Co-ordinator, on 5573 0480.
- 9.4 Completed applications to be returned to the Events Coordinator, Tourism, 117 Brown Street, Hamilton 3300.
- 9.5 Applications for funding shall be considered by the Minor Events Assistance Committee meeting's on a monthly basis.
- 9.6 Applications will close four weeks prior to Council consideration.