

# **COMMUNITY GRANTS PROGRAM**

## **MAJOR EVENT SPONSORSHIP GUIDELINES**

### **2018/2019**

*The City of Rockingham invites applications for the Community Grants Program (CGP) from incorporated not-for-profit organisations/associations, or those limited by guarantee for funding towards programs, initiatives and events that benefit the Rockingham community.*

<b>Director Endorsement Date:</b>	2 November 2015	<b>Amendment No.</b>	3 – D15/146478
<b>Amendment Dates:</b>	18/01/2016;28/02/2017; 28/02/2018	<b>Next Scheduled Review:</b>	2 years post endorsement date

## Major Event Sponsorship Guidelines

### SCOPE

The City of Rockingham is committed to supporting incorporated not for profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community to assist with the delivery of programs, projects, initiatives and events that benefit the Rockingham community. These guidelines relate to eligible organisations wishing to apply for a grant to assist with the delivery of major events (Community Development or Economic Development) that take place within the boundaries of the City of Rockingham.

**Applicants can apply for up to \$20,000 per annum and funding can be sought for up to three years.**

### ELIGIBILITY

#### Grants will only be considered if:

- ✓ The applicant is an incorporated not-for-profit organisation/association, or those limited by guarantee (e.g. club, community group including Parent and Citizens (P&C) or Parent and Friends (P&F) Associations);
- ✓ The applicant has current public liability insurance at the time of the major event;
- ✓ The major event delivers significant benefits for the Rockingham community;
- ✓ The major event takes place at a strategic location within the boundaries of the City of Rockingham;
- ✓ The applicant can provide past evidence of delivering a successful event in previous year/s, e.g. attracting over 5000 people for Community Development Events or contributing to the aims and objectives of the City's Economic Development Strategy for Economic Development Events;
- ✓ With inaugural events the applicant must demonstrate experience of managing similar scaled events or state partnerships utilising these skill sets to deliver a successful event.
- ✓ The applicant has supplied quotes for all purchases in accordance with the Major Event Sponsorship Guidelines
- ✓ The applicant can demonstrate significant volunteer involvement with the major event;
- ✓ The applicant identifies the City as a major sponsor; and
- ✓ Applications have been received completed in full by the City by the closing date;

#### Grants will NOT be considered if:

- ☒ The applicant is a Local, State or Commonwealth authority;
- ☒ The applicant is an individual, a school, or a private company;
- ☒ The applicant has already received a grant from the City of Rockingham for the same major event in the current financial year;
- ☒ The applicant has failed to acquit any previous City of Rockingham grants;
- ☒ The applicant does not supply all supporting documentation; or the application is incomplete.
- ☒ Essential infrastructure, goods and services that should be funded by the applicant or another responsible funding body will/may not be funded by the Community Grants Program.
- ☒ The application is received by the City after the closing date;
- ☒ The applicant is requesting funding for retrospective payments; and
- ☒ The major event begins within 60 working days after the closing of the round.
- ☒ Budget items listed include bonds, employee salaries/wages, seasonal ground allocation and event management fees.

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**GRANT ROUNDS**

Three (3) major grant rounds will be offered each financial year as part of the Community Grants Program. Closing dates will be displayed on the City of Rockingham website. Please allow adequate time to complete the application as late submissions will not be accepted.

**BUDGET**

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. The items you identify in the City of Rockingham requested grant section, must be listed in order of priority. Applicants that demonstrate a financial contribution will be considered favorably.

**QUOTES**

The City encourages the use of local businesses for any quotes that may be sourced in relation to the supply of good and services.

The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST):

Amount of Purchase	Minimum Requirements
Up to \$3,000	One verbal quote
\$3,000 - \$10,000	One written or verbal quote
\$10,001 - \$20,000	One written quote

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## APPLICATION ASSESSMENT PROCESS

Following the closing of each grant round, all applications will be assessed by City Officers and the Community Grants Committee before being presented to Council. All applications must be formally endorsed at an Ordinary Council Meeting prior to allocation of funds. This process takes 60 working days. Decisions made by Council are final and not subject to an appeals process.

## APPROVAL CONDITIONS

If the application is successful, two office bearers of the applicant organisation will be required to sign a grant agreement committing to compliance with all legislative and planning requirements, and any other conditions imposed on grant funding.

A copy of the signed grant agreement and invoice for the amount awarded must be returned to the City within 30 working days for processing. If you are eligible for GST please identify this amount in your "Tax" Invoice.

It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Services and Health Services.

## ACQUITTAL

Successful Major Event Sponsorship applicants must submit an acquittal within 60 working days post event.

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