



**COMMUNITY GRANTS PROGRAM**  
**MAJOR EVENT SPONSORSHIP GUIDELINES**  
**2024/2025**

*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.*

Director Endorsement Date:	2 November 2015;	Amendment No.	4 – D15/146478
Amendment Dates:	18/01/2016;28/02/2017; 28/02/2018; 30/10/2018; 28/02/2020, 09/01/2024	Next Scheduled Review:	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 on 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;
- ✓ 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;
- ✓ Applications have been received completed in full by the City by the closing date; and
- ✓ The applicant has consulted with a City staff member about this project prior to submitting the Grant application.

#### **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 City of Rockingham funding towards the event:
  - A grant from the City's Community Grants Program for the same major event being held in the current financial year;
  - Iconic event funding provided through the City's Economic Development Strategy 2020-2025;
- ☒ 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.
- ☒ The applicant is seeking funds for essential infrastructure, goods and services that should be funded by the applicant or responsible body.
- ☒ The application is received by the City after the closing date;
- ☒ The applicant is requesting funding for retrospective payments;
- ☒ The major event begins within 60 working days after the closing of the round; and

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- ☒ Budget items listed include bonds, employee salaries/wages, seasonal ground allocation and event management fees.

## **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 written quote
\$3,001 to \$20,000	Two written quotes

## **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.

All Grant applications are assessed by City officers in accordance with relevant City policy, guidelines and processes. The City may contact applicants for further information to assist with the assessment process. Applications are assessed on their merits, and the City reserves the right to decline applications, or approve applications for partial funding only. Any decisions made by the City are final.

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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.

For the purposes of the acquittal, copies of receipts up to the total amount of the City's awarded grant (funded expenditure items) only, must be provided.

Proof of paid invoices needs to be supplied and can include receipts, bank statements and/or other appropriate verification.

### **LOBBYING OF ELECTED MEMBERS**

Applicants are prohibited from attempting to influence the decision-making process or lobbying Elected Members regarding their Community Grants Program application.

Should an applicant seek to engage with any Elected Member, either directly or indirectly, to discuss or provide additional information about their application, the application may be disqualified and excluded from consideration.

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