Kingborough

Event Support Grants 2022/2023 – Guidelines

NEW, MAJOR EVENTS (UP TO $5,000)

Applications close: Friday 14 October 2022 6pm

The event support grants program is a one-year pilot initiated by Council to fund and support events in Kingborough after the uncertainty over the past two years due to the Coronavirus pandemic. The grants program aims to allow event organisers the best possible chance of success.

The following guidelines are for event organisers who wish to host a new and major event for the Kingborough Community.

The event must be designed to attract at least 500 people and must be delivered in a suitable space in Kingborough. Events which have the potential to make significant profit will not be considered.

Successful event organisers may need to apply for a Council event permit which will require a risk assessment, site plan, public liability insurance, place of assembly licence and any road closures or traffic management requests. All events must comply with our waste wise guidelines.

Eligibility criteria for new, major events in Kingborough (up to $5000)

The proposed event must:

- Be delivered in the Kingborough municipality before the end of 2023
- Be planned and organised with a view to attract numbers in excess of 500+
- Be original, innovative and inclusive
- Be aligned with Council's strategic aims
- Be good value for money

The applicant organiser or organisation must:

- Be an incorporated not for profit organisation or be auspiced by an incorporated organisation
- Be financially viable and able to demonstrate the capacity to successfully manage and administer their proposed event on time and have appropriate public liability cover.

The components of the events that can be funded will include:

- Venue/site hire
- Equipment hire
- Marketing and promotion
- Catering
- Performers or activities
- Public liability insurance for the event

The components of the events that cannot be funded will be:

- Travel or accommodation costs
- Prize money or trophies

Additional guidelines for applicants

- Successful event organisers will be required to apply for a Council event permit from www.kingborough.tas.gov.au/event-permits
- All events should comply with our waste wise guidelines Waste-Wise-Events-Guidelines-2018.pdf (kingborough.tas.gov.au)

The grants program and GST

Funding Agreements between Council and event organisers will be made on the following conditions:

- Organisations registered for GST will need to supply Council with a tax invoice.
- Funds must be expended on the event as described in the successful application. Any significant changes to the event must be approved by Council. Where applicable, written quotes must also accompany your application
- Formal advice of unexpended funds is required, and funds not expended for the purpose outlined in the application should be returned to Kingborough Council unless agreement has been reached to use these funds for other approved purposes.
- Council is not responsible for any shortfall should the event run over budget.
- Organisations and groups who receive funding must submit a financial statement and completed evaluation report to Council within three months of the completion of the event.
- Wherever possible, acknowledgement should be given to the support provided by Kingborough Council on promotional material for the event. Copies of such promotional material should be forwarded with the completed evaluation report.
- Approvals must be sought by the Council's Media and Communications Advisor to the use of Council's logo to make sure it adheres to brand guidelines.

Applying for a Community Grant

Applications must be made on the Community Grants Application Form.
Completed applications can be emailed to: commgrants@kingborough.tas.gov.au
or mailed/delivered to:
Community Grants Program, Kingborough Council, 15 Channel Highway Kingston TAS 7050

Applications close: Friday 14 October 2022 6pm

For further information and assistance please contact:
Community Development Officer
T: 6211 8200
E: commgrants@kingborough.tas.gov.au