

Event Grants Program 2020/21

Frequently Asked Questions

How do I apply?

All applications must be submitted online via SmartyGrants. You'll need to create an account with SmartyGrants – please refer to the SmartyGrants Help Guide for Applicants, for further assistance and information.

Can I apply if my event starts before the announcement of successful grants?

Events applying to the September 2019 round must be held between 1 July 2020 and 30 June 2021.

If your event begins before 1 July 2020, then it is ineligible for this funding round.

Can I apply if my event has received funding in previous rounds?

Yes – as long as your event is being held between 1 July 2020 and 30 June 2021, you can apply for a 2020/21 Event Grant.

If you have previously received funding, you will need to demonstrate growth elements for the event.

I'm not sure which stream my event fits into; should I apply for both?

No – during the online application process, you will be asked to specify which stream (Major or Community Event) you are applying for.

How do I know which funding stream to apply for?

All applicants must discuss their event with a Council Events Officer (contact 5261 0600), who will be able to assist in identifying whether your event best fits the Major or Community Event criteria.

You should also carefully review the Event Grants Guidelines, which provide further details including event definitions and assessment criteria.

What evidence of meeting the assessment criteria do I need to provide?

Evidence should be tangible and demonstrable. Anecdotal evidence, in most cases, will not be sufficient. For existing events, we strongly recommend that you survey participants to obtain relevant data.

If I survey participants, what sort of questions should I ask?

This depends on the focus of the event. Some suggestions are: Where are you from (postcodes)? How many nights and where did you stay in the region? How much money did you spend per day?

My event is fairly small. Will it receive funding?

It is important to understand that this program is highly competitive and a successful application will need to show plausible goals and be supported with relevant research and documentation. Any event, large or small, is expected to be able to do this.

Should I seek a letter of support from a Council officer or Councillor for my application?

Letters of support are worth including as they are additional evidence, but do not negate the need to meet selection criteria, or gain the appropriate permits and approvals.

What sort of obligation does the event have to Council if it is successful?

Successful events will be required to enter into an agreement with Surf Coast Shire Council. Refer to Section 11 of the Event Grants Guidelines for a full list of obligations.

After the event is held, are there any further obligations?

Successful events will be required to complete a Post-Event Report, including a financial acquittal. Funds received must be used as specified in the original budget. Any changes to the scope must be reported to Council as soon as possible.

Do I need to be registered for GST?

No. However, you will be expected to provide a tax invoice if you are successful in receiving a grant. GST will only apply if you are registered.

How much should I apply for?

Be clear on the amount you are asking for and why you require it. You can apply to the upper dollar limit of the chosen funding stream (\$5,000 for Community Events and \$10,000 for Major Events), however your application will require good supportive documentation to justify this amount.

Can I apply for in-kind support?

This will be assessed on a case-by-case basis.

Can I seek funding to pay for the event's insurance?

Funding cannot support the cost of insurance. See Section 9 of the Event Grants Guidelines for details of event components that will not be funded.

How is the decision to fund an event made?

Applications are first assessed by a panel of Council Officers, then presented to the Executive Management Team for review against the weighted assessment criteria. Recommendations are then put forward to Council for their review and ultimate decision.

I missed the program application closing date. Can I still submit my application?

Late applications will not be accepted under any circumstances.

Any further questions?

Please contact the Co-ordinator Events on **5261 0600**.