

Berri Barmera

COUNCIL

Building a better community

2023/2024

Community Grants Program

EVENT / ACTIVITIES

FUNDING

FORM 3

CATEGORY: EVENTS / ACTIVITIES FUNDING

OVERVIEW	<p>As one of the categories under the <i>Community Development Grants</i>, the Berri Barmera Council has committed limited funds for the purpose of supporting community events that have the capacity to raise community spirit, showcase our region and create an economic return to local businesses and community groups.</p> <p>Available grant categories provide support to develop the capacity of organisations (i.e., marketing, volunteer development, junior/youth development, equipment purchases) or to develop innovative programs to meet the needs of local residents.</p> <p>Grants may also be available to assist new groups to be established or begin to operate. This support will be subject to justifying the need for such a group to be established and its effect on similar groups operating in the region.</p>
SPECIFIC ELIGIBILITY	<p>The organisation shall in general meet the criteria of the overarching eligibility criteria as outlined in the Community Grants Program Guidelines, but applicants in this category must also show that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The event/activity is located within the Berri Barmera Council area (except where the event is deemed regional in nature, where it may be considered after consultation with the other Riverland Councils). <input type="checkbox"/> The project is a considerable economic return for the Berri Barmera District or a significant social wellbeing benefit to participants who are residents of the Berri Barmera Council. <input type="checkbox"/> The group or organisation are actively engaged in helping themselves and can demonstrate the capacity to contribute to the event with in-kind and financial support. <input type="checkbox"/> They can demonstrate that the event/activity is significant enough not to be part of their core business activities. <input type="checkbox"/> If the event is not a 'one off' activity, then the long term sustainability strategies have been considered and will be implemented within the first few years. <input type="checkbox"/> For programs and activities (not events) being undertaken within the Berri Barmera Council area, then a participation target of 25% of Berri Barmera Council residents will be achieved.
PROJECT CRITERIA	<p>Activities shall meet the criteria of the general eligibility criteria as outlined in the Community Grants Program Guidelines, but preference will be given to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applications that broaden the range of activities available in the community and encourage the inclusion of all groups within the community. <input type="checkbox"/> Applications that can demonstrate that the activity or project will be ongoing in nature. <input type="checkbox"/> Organisations or groups who have been unable to obtain other grant funds. <input type="checkbox"/> Our support may be given for seeding grants for newly formed groups where it can be demonstrated that a need exists for that group or for the services it can offer. <input type="checkbox"/> Where the program could/should receive partial funding through another Government program, then successful applications will be subject to additional funding from those sources.
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <input type="checkbox"/> All applicants must complete the official application form. <input type="checkbox"/> Applications must be received by the closing dates listed in this document. <input type="checkbox"/> Event proposals should clearly address a community need and reflect a clear community benefit. <input type="checkbox"/> Council has received a written report for previously funded activities on the appropriate proforma, describing the outcomes of the project including a budget statement, within 12 months of the receipt of the grant. <input type="checkbox"/> Event project proposals should clearly outline the value/size of economic and social benefit to our region <input type="checkbox"/> Organisers will have proactively sought financial assistance from other sources.
SUPPORT AMOUNTS	<p>Grants of up to \$1,500 maximum (or \$2,500 inclusive of cash and in-kind support) will be paid for each approved application for event/activities funding. These amounts are reviewed and set annually by Council and subject to availability of budget allocation.</p> <p>Note: Major events requiring support above that specified above will be required to submit an application with significant detail. It is preferred that applications for major/iconic events are submitted during budget preparations (February – March) prior to the commencement of the financial year in which the event is scheduled</p>



Grants of up to \$1,500 maximum (or \$2,500 including in-kind support) are available for community event / activity funding.

CLOSING DATE 5.00PM MONDAY 15 APRIL 2024

(Late applications will not be accepted)

Applicant Details

1	Organisation Name				
2	Postal Address				
3	Total Adult Members		Total Junior Members (U18)		% of membership residing within the Council District
4	Contact Person				Role
5	Email				Phone No.

Organisational Status

6	Is your organisation incorporated	<input type="checkbox"/> Yes	Incorporation Number		
		<input type="checkbox"/> No	You will require an organisation to auspice your activity and complete Form 5 Funding Support Form		
	Does your organisation have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN No:	
	Is your organisation registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Financial Status

7	Is your organisation required to undertake an annual financial audit as per the rules of incorporation?	<input type="checkbox"/> Yes	Please attach a full copy of the latest audited statement		
		<input type="checkbox"/> No	Please attach a copy of your organisations latest treasurer's report covering the previous 12 months		
7a	Have you applied for any other grant programs in the past 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	If Yes, please outline below application details, amount and what funds used for:				
	Grant Name:	Project	Amount Requested	Status	
				<input type="checkbox"/> Successful <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful	
				<input type="checkbox"/> Successful <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful	
				<input type="checkbox"/> Successful <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful	

Activity Details

8	Project Title				
	Amount requested from Council	\$	In-kind Support	\$	Note Council's in-kind assistance will be included when assessing total grant contributions
	Activity Start Date:		Activity End Date:		
	Will your organisation be able to proceed with the project if Council awards a grant of a lower value than that requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details why?		

Activity Overview

9	Please write a detailed description about the activity, event or project for which funding is requested and how it will benefit the community.			
	<p>You may wish to include:</p> <ul style="list-style-type: none"> - The goals and aims? - How will your event/activity be of value to the community? - How will it meet a need in the community? - How many people will benefit, etc.? - Please attach quotes for items over \$500 			
	<input type="checkbox"/> Tick if you require more space and attach additional information.			
10	Which of the following will best describe the main focus participants that will benefit from your event or activity? (Only tick one in each column)			
	<input type="checkbox"/> Members of your organisation <input type="checkbox"/> Volunteers of your organisation <input type="checkbox"/> Targeted Group <ul style="list-style-type: none"> <input type="checkbox"/> Non-English-Speaking background <input type="checkbox"/> People with disability <input type="checkbox"/> Ageing <input type="checkbox"/> Youth <input type="checkbox"/> Aboriginal <input type="checkbox"/> Low Socio-Economic <input type="checkbox"/> Visitors to the Region <input type="checkbox"/> General Population		<input type="checkbox"/> Health/Wellness <input type="checkbox"/> Arts/Culture <input type="checkbox"/> Youth Development <input type="checkbox"/> Recreation/Sport <input type="checkbox"/> Community Spirit <input type="checkbox"/> Environmental Development <input type="checkbox"/> Tourism	
11	Has this event/activity been staged before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please indicate how your organisation identified that this event/activity was needed.	
12	What venue/facility will your event/program will take place?			
13	Has this venue/facility been booked? (Note: Council venues will need to be booked before funds can be released)			<input type="checkbox"/> Yes <input type="checkbox"/> No
14	How many participants do you expect?		How many spectators do you expect to attend?	
15	What is the anticipated origin of participants in this event/activity in terms of percentage?		What is the anticipated origin of spectators for this event/activity in terms of percentage?	
	Berri Barmera	%	Berri Barmera	%
	Other Riverland	%	Other Riverland	%
	Other SA	%	Other SA	%
	Interstate	%	Interstate	%
	Overseas	%	Overseas	%

NOTE: If you are new to events, you may wish to access our Event Operation Guide and Event Planning Toolkit from our website.

<https://www.berribarmera.sa.gov.au/our-community/events/plan-an-event/organising-your-event>

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Promotional Activities		
16	How will you promote your activity in the community? Please specify what media outlets you will be using	
17	How will Council's Contribution be recognised or promoted? (i.e., media release, newspaper, radio, website, poster logo)	
18	How will you know if you have achieved the aims and objectives of your activity? e.g., surveys, attendance, business trade	
19	It is encouraged that groups seeks funding/sponsorship from other sources. Will you be seeking funding from elsewhere?	<input type="checkbox"/> Yes (Please list details in the "Other Income" Budget Section) <input type="checkbox"/> No

Please note that the section below is required to be completed for your application to be considered.

If you require assistance, please call our office.

Applications containing a high level of financial contribution from other sources will be highly regarded.

20 Budget				
INCOME		Amount	EXPENSES	Amount
Activity Income (ie sponsors, grants, user fees, ticket sales, merchandise etc)			Activity Costs (ie marketing, printing, hire fees, permits, road closures, catering, equipment hire etc)	
Berri Barmera Council Contribution Requested		\$		\$
Your Organisations Contribution		\$		\$
User Fees (eg spectators, participation fees)		\$		\$
Other Income (Sponsorship/Grants)	Confirmed			\$
Sponsors	<input type="checkbox"/>	\$		\$
Other grants	<input type="checkbox"/>	\$		\$
	<input type="checkbox"/>	\$		\$
	<input type="checkbox"/>	\$		\$
TOTAL INCOME - SECTION A		\$	TOTAL EXPENSES- SECTION C	\$
SECTION B			PROFIT/LOSS	\$
IN KIND CONTRIBUTION (including voluntarily labour – skilled voluntary labour \$45/hr; unskilled labour \$20/hr)		AMOUNT	(Section A minus Section C)	
Berri Barmera Council in kind support *		\$	If your activity will make a loss, how will this loss be funded?	
		\$		
		\$		
		\$		
TOTAL – SECTION B		\$		

*If you require in-kind support from Council (ie road closures, extra bins, hall hire fees), please complete the [Request for Service form](#) on our website in order for Council to ascertain whether they have the resources to undertake and also calculate an approximate cost of your request.

21	If this event/activity is to continue in future years, how are your planning to secure income for recurrent expenses and not be so reliant on grant funding from other sources?		

Application Submission Agreement

22	I hereby verify that:		
	<input type="checkbox"/> Yes		I have been authorised to prepare and submit this application on behalf of the above-mentioned group/organisation
	<input type="checkbox"/> Yes		The information contained in this application is true and correct
	<input type="checkbox"/> Yes		I have read and understood the Community Grant Program Guidelines and eligibility criteria
	<input type="checkbox"/> Yes		All sections of the application are complete
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Additional information has been attached
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Any Council in-kind assistance relating to your activity has been requested by the Request for Service Form (Form 6) and cost information added to the budget section
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached quotes for any equipment or equipment/services over \$500
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached copy of applicable Public Liability Insurance
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached copy of financial statement or reports
	Name (Printed)		
	Role in Organisation		
	Signature		

Applications must be received by:

Round 1:
N/A

Round 2:
5.00pm on Monday 15 April 2024

All enquiries: Andrew Haigh
 Community, Recreation & Events Manager
 Phone: 08 8582 1922
 or Email: bbc@bbc.sa.gov.au

Return completed applications to:
 Community Grants Program,
 Berri Barmera Council,
 5 Riverview Drive,
 BERRI SA 5343
 (or PO Box 229, BERRI SA 5343)