

Quick Response Grant Scheme

Application Form



2019 / 2020

Introduction

All applicants must read the Quick Response Grant Guidelines and Assessment Criteria form. This can be found on the website www.wellington.vic.gov.au/communitygrants

After reading the Guidelines & Assessment Criteria, and prior to completing the application form please contact the **Grants Officer 1300 366 244** to seek feedback on your proposal.

All eligible applicants should seek to address the following weighted assessment criteria in their applications: Planning and Capacity will be 25% of your application assessment and Community Outcomes will be 75% of your application.

Funding Categories: mark the category you are applying for

	EVENT includes Community Events – festivals, outdoor movie nights, activities, open days, fun days, forums, garden parties, celebrations and anniversaries etc.
	PROJECT includes arts initiatives, accessible equipment, equipment, community gardens, community development programs, cultural projects, project planning, etc.
	FACILITY minor capital works, water tanks, building extensions – all quotes must be supplied

Applicant and Organisation Details

Applicant Organisation	
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Authorised person

Name	
Position	
Email	

(All Correspondence will be sent to this email address)

Telephone	
Mobile	<i>please note: this number will be used as a contact number on the Wellington Event calendar</i>
Organisation Postal Address	
Suburb	Postcode
Your Organisation's Incorporation number	

Your Organisation's ABN number	
Is your organisation GST registered?	Yes No

Auspice Information – If Applicable

If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice will receive the grant funding on your behalf and will ultimately be responsible for the acquittal.

Auspice Organisation	
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Authorised person details:

Name			
Telephone			
Mobile			
Organisation Postal Address			
Suburb		Postcode	
Your Organisation's Incorporation number			
Your Organisation's ABN number			
Is your organisation GST registered?	Yes No		

Event/Project Details

1. How much are you applying for? Up to \$2,0000 <i>If you are applying for a \$2,000 grant you must contribute \$666. The contribution can be in-kind, volunteer or monetary contribution.</i>	
2. Event/Project Title	
3. Please provide a brief description of the Event/Project scope. Max 50 words or less. This description will be used for promotion and for the Wellington Shire event calendar.	

Applications MUST be received 3 weeks prior to the commencement of your project or event.

4. Event/Project Start date	
5. Event/Project Finish date	
6. Location of the event/project? Please list all locations if more than one.	

Section 1 - Planning and Capacity - 25% of the application assessment

Applicants will receive a score out of 15 for the answers to the questions below. Please refer to the Quick Response Grants Guidelines and Assessment Criteria, page 6.

Event/Project details - your response will be scored out of 3

7. Please provide further detail including all activities. What will you do? How will it be done?

Organisation details - your response will be scored out of 3

8. What is the role of your organisation? What is your organisation's purpose? Please attach extra information if needed

Promotion and Marketing details - *your response will be scored out of 3*

If you are successful in receiving a grant you will receive a copy of the Wellington Shire Council Logo and a Event Marketing Toolkit. *Please keep records of ALL publicity and take photographs of your event/project to be submitted with your acquittal form.*

**9. How do you intend to promote and market your event/project to the community?
How will you acknowledge Council's sponsorship?**

Evaluation details - *your response will be scored out of 3*

10. Explain how will you evaluate the success of your event/project?

What information will you be collecting from participants to receive their feedback on the project/event?

What will a successful event/project look like?

How will you use this information for planning for future events/projects?

How have you used previous event/project feedback towards planning for this one?

Access and Inclusion details - your response will be scored out of 3

11. Please complete the below checklist.	
The Wellington Shire Council supports events/projects/ facilities that are accessible and inclusive. Please ensure that participants and spectators with special needs or disabilities have been considered. Please take this opportunity to look at the 7 Principles in Universal Design especially 'Equitable Use' http://universaldesign.ie/exploreampdiscover/the7principles	
Community Access and Inclusion – does your event/project have:	Yes / No
An Accessible Action Plan? Please look at the below link for more information: https://www.and.org.au/pages/what-is-an-accessibility-action-plan.html	
Is your event or project inclusive for all – can all people of any ability be involved?	
Is your event or project affordable to all?	
Accessible parking for people with disabilities close to the entrances.	
Wide clear pathways to, around site and to all amenities.	
Accessible toilet facilities with sink, lock, direct access and clear signage.	
Hand rails on stairs and ramps.	
Visual information such as directional signage and maps.	
Clear, large print signs, posters, and documents.	
Friendly, helpful and understanding staff or volunteers who can assist	
Alternatives to any audible announcements eg. visible displays, hearing loops and AUSLAN interpreters.	
Water and shade provisions for assistance animals i.e. dog guides, hearing & assistance dogs.	
Quiet spaces, seating and rest areas available and with suitable protection from the elements.	
Placement of information stalls away from noisy stages.	
Notification of flash photography and strobe lighting, ie warning signs.	
Accessible information on your website / Facebook / flyer / posters.	
12. If you don't meet the above items, please include other ways that you are considering access and inclusion.	

13. Is the event/project/facility open to the general public?	Yes	No
If No, please explain why		

Section 2 - Insurance, Permits and Budget
the following information provided impacts application eligibility

Public Liability Insurance

<p>14. Have you attached a copy of your Public Liability Insurance? All applicants MUST provide a copy of a current public liability policy that will be used to cover the event. Your application will not be approved without this insurance. <i>** Event/project organisers please be aware that the event/project activity (i.e. market, festival, program, etc) MUST be listed under the business activity section of the Certificate of Currency.</i></p>	
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<p>15. Does the event/project require any permits or approvals before it can commence? (for example, building, planning or Crown approval). If so, please advise on status of approval.</p>

<p>16. Do you have permission to use the land/property for your event /project? Please attach written permission to use land.</p>

In-Kind Support & Volunteer Labour

17. Does your project include any In-Kind Support or Volunteer Labour?

Where in-kind contributions have been included in the Budget you must complete the below table.

You need to explain the nature of the in-kind contribution being provided, which organisation is making the contribution and how you have calculated the value based on the commercial cost of the materials.

Rates for basic labouring work are normally calculated at \$20 per hour whilst specialist contributions should be valued at \$45 per hour. Costs need to be based on “reasonable” commercial rates.

If you have included in-kind support in the Budget, remember to include it in both the income and expenditure columns to ensure your budget balances.

Goods/service to be provided		Supplier	Number of Hours	Rate per hour	Total Value \$
Example	10 x 2 metre planks of wood (\$15 each)	Building Business	-	-	\$150
	Professional Labour for painting hall (2 people)	Painting Business	4	\$45	\$360
	Volunteer labour for painting hall (6 people)	Committee of Management	4	\$20	\$320
	Venue hire for event (\$100 cleaning fee + 4 hours hire at \$100/hr)	Community Hall	4	-	\$500
Total					
<i>Copy this total into the Income and Expenditure tables on page 8, against item 'Group Contribution (in kind support and volunteer labour)'</i>					

Budget

18. Please complete the budget tables below:

- Total **A** and Total **D** must match. Total **B** plus Total **C** = Total **D**.
- Use the items listed to guide the budget, further items should be included.

19. Is there a cost for participants/spectators. Please include estimated income in budget below

Income Item	
Council Funding – How much are you applying for?	
Group Contribution (<i>Monetary \$</i>)	
Group Contribution (<i>in kind support and volunteer labour from table on page 7</i>)	
Sponsorships or donations (<i>outside the organisation</i>)	
Income from ticket sales or costs to participants / spectators	
State or Federal Government Funding	
Total Income	A

Expenditure		
The 'Council \$' column should indicate what you are using Council funds for. This can be for the full or part cost of the expenditure item. Please include all expenditure items.		
Item	Organisation \$	Council \$
<i>Example: Venue Hire (The total cost of venue hire is \$700)</i>	\$500	\$200
Group Contribution (<i>in-kind support and volunteer labour</i>) <i>Include total from 'In-Kind Support and Volunteer Labour' table on page 7.</i>		
Total	B	C
Total Expenditure (B + C) and should equal A	D	

20. Have you included a quote for all council expenditure items of \$1,000 or more? All quotes or evidence for ALL items for projects and facility applications MUST be included.
Yes No

If No, please explain why

21. Have you applied to another funding body for this event/project? Please include details.

Section 3 - Community Outcomes - 75% of the application assessment

Applicants will receive a score out of 40 for the answers to the questions below. Please refer to the Quick Response Grants Guidelines and Assessment Criteria, pages 7 and 8. Applicants must answer according to the Community Outcomes on page 7.

Community Need - your response will be scored out of 20

22. Can you identify a community need (evidence, solution, community engagement) for this event/project? Please refer to the 'Guidelines and Assessment Criteria' for information on Community Need.

Evidence

Solutions

Community Engagement

Community Benefit - *your response will be scored out of 20*

23. What benefits (economic, social, skill building & facility improvements/activation) will this event/project bring to the community? Please refer to the 'Guidelines and Assessment Criteria' for information on Community Benefit.

Economic

Skill Building for Community Members

Social

Facility Improvements and activation

24. Please list any community groups that will be involved in the event/project.				
Group Name	Involvement			
25. For each day of the event/project, what are the expected numbers? <i>If applicable</i>				
Estimated Numbers	Day 1	Day 2	Day 3	Day 4
Spectators				
Volunteers				
Participants				
Total				

Support Material - Checklist and Authorisation

Support Material

<i>Support material can be included to strengthen the application. The items listed below are only suggestions, additional material may be attached.</i>	Yes / No
Photos, images, media articles or evidence of current and/or previous events/projects	
Letters of support – evidence for Community Need and Benefit	
Land owner's permission to use land	
Plans and drawings	
Event / Project management timeline - <i>if applicable</i>	
Business development plans, feasibility studies, community plans, master plan etc.	
<i>Please list any extra attachments</i>	

Checklist

I have read and understood the funding guidelines.	
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I have contacted the Grants Officer (1300 366 244) about my proposal.	
Provided a Public Liability Insurance Certificate of Currency (Mandatory)	
I have attached a quote or evidence of item cost for all council expenditure items of \$1,000 or more. This <u>MUST</u> be included as a quote or evidence of the item costs for all projects and facility applications.	
I have completed the budget and all the totals add up and balance as required. I have met the \$3 to: \$1 funding ratio.	
I have completed all relevant questions and sections of this application form.	
I have attached relevant support material.	
I have completed the authorisation declaration.	
I have made a copy of this application for my records.	

Authorisation

I have read the guidelines relating to the Community Assistance Grant Scheme and certify to the best of my knowledge the information provided in this submission is true and correct and discloses a full and accurate statement of the organisation's income and expenditure. If successful in gaining funding I agree to abide by the Funding Agreement outlining further conditions and will submit a grant acquittal at the completion of my event/project.

I *(insert name)* **confirm that you accept the above declaration. You must accept the declaration prior to submitting your application.**

Application forms can be submitted by one of the following methods;

Email:

Mail:

Attn: Community Facilities Planning and Grants Officer
Wellington Shire Council
PO Box 506
SALE VIC 3850

Fax: 03 5142 3501

PRIVACY STATEMENT:

The personal information provided on this form will be used by Wellington Shire Council for the purpose of the Community Grants Scheme. The personal information will be used solely by Council for that primary purpose or directly related purposes and will not be transferred to another agency.

Event Notification Form



EVENTS ONLY

Introduction

Thank you for choosing to host an event in Wellington Shire.

When organising an event, it is important to notify Council to ensure it complies with all current rules and regulations. Activities such as road closures, assembly of structures, food sales, etc, require a council permit.

The Events Coordination Team (**1300 366 244**) can also assist and will act as liaison between yourself (as event organiser) and relevant Council departments to ensure your event complies with Council requirements.

Information on how to navigate through the event organisation process can be found in the Events Guide located on our website;

<http://www.wellington.vic.gov.au/Enjoying-Wellington/Events/Hosting-an-Event>

Please Note: Some permits may attract fees

Event Details

1. Approximate intended number of attendees				
2. Toilets available	Men	Women	Unisex	Disabled
				Yes / No
3. Do you have Public Liability Insurance that covers this event and its activities? Please attach to this application.				
4. Have you implemented an accessibility need plan, emergency or risk management plan? Please attach to this application.				
5. Do you have a site map? Please attached to this application.				
6. Will alcohol be sold, served or consumed?				
7. Will there be fireworks or pyrotechnics?				
8. Will there be amusement rides / carnival entertainment vendors? Examples:				
9. Will your event impact on traffic or parking ? Please provide details:				
10. Will your event require road closures ? Please provide details:				
11. Will you be placing any signage on streets, roadsides, reserves or footpaths?				

12. Will there be busking ?	
13. Will there be camping ?	
14. Will there be an animal nursery ?	
15. Will you be placing any signage on streets, roadsides, reserves or footpaths?	
16. Will there be ground markings or the use of stakes, signage pickets, fenced off areas and anchoring marquees, etc?	
17. I understand that it is my responsibility to organise rubbish removal/waste management . Has this been arranged?	
18. Will there be loud noise (e.g. music, PA systems etc)?	
19. I understand that it is my responsibility to notify all local emergency services of my event and will do so.	

Checklist – Considerations when Organising an Event

The below checklist will assist in ensuring you have all the relevant information required for organising a successful event.

1. All food traders listed on Stretrader https://streatrader.health.vic.gov.au/	
2. Organised First Aid	
3. Attained a Victorian Liquor Licence https://www.vcglr.vic.gov.au/	
4. Organised a risk assessment/ emergency plan	
5. Informed Emergency Services	
6. Contacted WorkSafe about Fireworks http://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/explosives/fireworks	
7. Contacted VicRoads about road closures, traffic impacts or signage https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads	
8. Included details of camping on private land	
9. Organised appropriate number of toilets and amenities depending on the size and type of event. Refer WSC Event Guide, section 5.8, for ratios	
10. Organised ground maintenance/ rubbish removal	
11. Contacted EPA about noise impacts http://www.epa.vic.gov.au/business-and-industry/guidelines/noise-guidance/outdoor-venue-noise	
12. Contacted surrounding neighbours to advise of your event and possible impacts	

Organiser Declaration

I (*insert name*) acknowledge that as the organiser I am responsible for this event, and I hereby declare that the information I have provided is true and correct.

EVENTS ONLY - Event Equipment

The Wellington Shire has equipment available for community groups who are holding an activity or event for the community. Equipment is available to not for profit community groups who are servicing residents of the Wellington Shire. There is no fee for hiring the equipment.

The booking form must be completed and returned at least 6 weeks prior to your event or activity. Priority is given to applications received first.

Receiving Notification

You will receive an email which will detail the outcome of your Equipment Booking form. The processing time for applications is ten working days from the date the application is received.

Confirmation of your equipment booking will include details of who to contact and how to collect your equipment.

Name			
Applicant Organisation			
Email			
Telephone		Mobile	
Event/Project Title			
Event/Project Start date		Pick Up date	

Equipment	Amount Available	Amount Required
Chairs	100	
Folding Trestle Tables	8	
Safety cones / Witches Hats	10	
Wellington Shire Council Tear Drop Banners	1	1
Wellington Shire Council standing Corflute Signs (approx size B1)	1	1