Quick Response Grant Scheme
Application Form
2020 / 2021

WELLINGTON SHIRE COUNCIL *The Heart of Gippsland*

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 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, community communications, etc.
	FACILTY minor capital works, water tanks, building extensions – all quotes must be supplied

Applicant and Organisation Details

Applicant Organisation	

Authorised person details:

Name	
Position	
Email	

(All Correspondence will be sent to this email address)

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

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

Auspice Information – If Applicable

If your organisation is not incorporated or does not 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		

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 $2,000* *If you are applying for a $2,000 grant you must contribute $666. The contribution can be in-kind, volunteer labour or a monetary contribution*	
2. **Event or project title**	
3. **Please provide a brief description of your event or project.** *Max 50 words or less.*	

Applications MUST be received 3 weeks prior to the commencement of your project or event.		
4. **Event or Project Start date**		
5. **Event or Project Finish date**		
6. **Location of the event or project?** 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 or 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?**

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

| 8. **Explain the role of your organisation?** |
| Give details of your committee, ie how many members, how often you meet, achievements, your organisations' missions and purpose, etc. |
| 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 Marketing Toolkit. Please keep records of ALL publicity and take photographs of your event or project to be submitted with your acquittal form. |
| 9. **Explain how you will promote and market your event or project to the community?** |
| **Also, explain how you will acknowledge Council's sponsorship?** |
| Will you use social media, newspaper, community newsletters and/or signage to let your community know what you are doing and how you achieved it? |
| |
| |

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

10. Explain how you will evaluate your activity.

How will you know your activity has been successful?

Will you collect feedback about your event or project? eg survey, review at committee meeting, etc?

How will you use this information for planning for future activities?

How have you used previous feedback towards planning? Eg strategic planning?

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 and facilities that are accessible and inclusive. Please ensure all needs and/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 or project have:	Yes / No
Do you have 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?	
Is there accessible parking for people with disabilities close to the event or facility entrances?	
Is there wide clear pathways and clear access to all amenities at the event or facility?	

Is there accessible toilet facilities with sink, lock, direct access and clear signage at your event or facility?	
Is there handrails on stairs and ramps at your event or facility?	
Is there visual information available at your event or facility; such as directional signage and maps?	
Do you have clear, large print signs, posters, and documents at your event or facility?	
Is there friendly, helpful and understanding staff or volunteers who can assist at your event or facility?	
Is there alternatives to any audible announcements eg. visible displays, hearing loops and AUSLAN interpreters at your event or facility?	
Is there water and shade provisions for assistance animals i.e. dog guides, hearing & assistance dogs at your event or facility?	
Is there accessible information about your event or facility on your website/ Facebook/flyer/posters?	
Event only – Is there quiet spaces, seating and rest areas available and with suitable protection from the elements for attendees?	
Event only – Will you have placement of information stalls away from noisy stages?	
Event only – Will you have notification of flash photography and strobe lighting, ie warning signs?	

12. If you don't meet the above items, please include other ways that you are considering access and inclusion.

13. Is your event, project or 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

14. Have you attached a copy of your Public Liability Insurance? *All applicants **MUST** provide a copy of a current public liability policy. **Your application will not be approved without this insurance.*** *** Event organisers please be aware that the event activity (i.e. market, festival, etc) **MUST** be listed under the business activity section of the Certificate of Currency.*	

15. Does the event or project require any permits or approvals before it can commence?
Please advise on status of approval, give details, eg. who you have been in contact with.

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

Kind Support & Volunteer Labour

17. Does your event or 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, remember to include it in both the income and expenditure columns to ensure your budget balances.
You need to explain the nature of the in-kind or volunteer contribution being provided, which organisation is making the contribution, how many people involved and how you have calculated the value based on the rates detailed below or the commercial cost of the materials.

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

EXAMPLE TABLE BELOW				
Goods/service to be provided, include number of people	*Supplier*	*Number of Hours*	*Rate per hour*	*Total Value $*
Example *10 x 2 metre planks of wood ($15 each)*	*Building Business*	*-*	*-*	*$150*

Example *Professional Labour for painting hall (2 people)*	*Painting Business*	*4*	*$45*	*$360*
Example *Volunteer labour for painting hall (6 people)*	*Committee of Management*	*4*	*$20*	*$320*
Example *Venue hire for event ($100 cleaning fee + 4 hours hire at $100/hr)*	*Community Hall*	*4*	*-*	*$500*
			Total	
Copy this total into the Income and Expenditure tables on page 8, against item 'Group Contribution (in kind support and volunteer labour)				

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. Will there be tickets sold or is there an entry fee, etc? Give details of all costs to patrons, etc *Please include estimated income in budget below. N/A if no cost.*	

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

Total Income A	

Expenditure		

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 $
Example: Venue Hire *(The total cost of venue hire is $700)*	*$500*	*$200*
Group Contribution *(in-kind support and volunteer labour)* *Include total from 'In-Kind Support and Volunteer Labour' table on page 7.*		
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 Community Assistance Grants Guidelines and Assessment Criteria, pages 7 and 8. Applicants must answer according to the Community Outcomes on page 7.

22. Please list any community groups that will be involved in the event or project.

Group Name	Involvement

23. For each day of the event or project, what are the expected numbers? *If applicable*

Estimated Numbers	Day 1	Day 2	Day 3	Day 4
Attendees, spectators, participants				
Volunteers				
Total				

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

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.

24. 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

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Solutions

Community Engagement

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

25. 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

Support Material - Checklist and Authorisation

Support Material

Support material included will strengthen the application. The items listed below are only suggestions, additional material may be attached.	Yes / No
Photos, images, media articles or evidence of current and/or previous events or projects	
Letters of support – evidence for Community Need and Benefit	
Landowner's permission / letter of support	
Plans and drawings	
Event or project management timeline - *if applicable*	
Business development plans, feasibility studies, strategic plans, master plan etc.	
Please list any extra attachments	

Checklist

I have read and understood the funding guidelines.	
I have contacted the Grants Officer (1300 366 244) about my proposal.	
I have included a copy of the Public Liability Insurance Certificate of Currency	
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 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. *All questions must be addressed.*	
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 Quick Response 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 be 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.

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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 **Streatrader** 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

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