



# Community Event Sponsorship Fund

## Round 2 - 2024/25

The Community Event Sponsorship Fund (CESF) is a small grant program that supports local community events. The aim of the CESF is to support local community events that generate awareness of the Shire and highlight its [Community Vision 2035](#) of being 'Connected, Sustainable and Creative'.

### Program objectives

- To support local events that align with Bellingen Shire's [Community Vision 2035](#)
- To raise awareness of the Bellingen Shire by targeting other areas and regions
- To promote and market the Bellingen Shire
- To encourage innovation and creativity
- To foster partnerships between community organisations

### Funding

There are two funding rounds each financial year which are limited to Council's yearly budget allocation. Council will consider funding of up to \$5,000 for projects that demonstrate a high level of community benefit and demonstrate how they will deliver on the objectives outlined above.

### Timeframes

Grant application open	September 24 - October 22, 2024
Evaluation period	October 23 - November 5, 2024
Notification of outcome	November 28, 2024
Grant period	July 1 - June 30, 2025
Final Project Report due	2 months after project completion

Activities must take place before 30 June 2025 (note: events/activities that have taken place prior to an agreement being executed will not be funded retrospectively).

## Who can apply?

- Incorporated not-for-profit organisations with a registered ABN
- Unincorporated groups or associations with a nominated auspicing body that is an incorporated not-for-profit organisation with a registered ABN
- Registered charities with an ACN
- Social enterprise

*Applicants applying as a social enterprise must provide evidence such as governing documentation or a constitution outlining the structure and goals of the organisation. Eligible projects must not be for commercial gain or include activities that only deliver commercial outcomes.*

## Eligible project activities

Eligible event activities include (but are not limited to):

- Equipment to support the event (purchase or hire)
- Promotional material specific to the event being funded, however, this should not be a major component of the funding requested
- Venue hire for the event
- Entertainment
- Private works

Some examples of previously funded projects are available on the [Council website](#).

It is strongly recommended you contact the Community Development Officer to discuss eligibility of projects prior to the lodgement of your application on 6655 7300 or [Lfazio@bellingen.nsw.gov.au](mailto:Lfazio@bellingen.nsw.gov.au)

## Who cannot apply?

- Individuals
- Commercial enterprises or for-profit organisations
- Organisations that have outstanding reports or acquittals for any funding programs administered by Bellingen Shire Council may be ineligible unless alternative arrangements have been made with Council
- Organisations that do not have the appropriate public liability insurance to cover the timeframe in which the event will take place
- Organisations that are outside of the Bellingen Shire local government area
- State and Federal government agencies (including schools)
- Council-appointed Section 355 Committees

## Ineligible project activities

- General operating expenses and ongoing costs e.g., rent, electricity, water, salary costs
- Prizes or competitions
- Activities that only benefit narrow organisational interests or political interests
- Costs towards purchases or services that have a commercial outcome
- Events that have already commenced or taken place (retrospective)
- Devolved funding (funding that is then passed on to another individual or group)
- Projects that have already been funded under the Community Grants Program in the same financial year

## Assessment criteria

Applications are assessed on merit against the following assessment criteria.

### Essential criteria:

- The applicant and the proposed activity or project are eligible (Note: Social enterprise applicants must provide evidence such as governing documentation or a constitution outlining the structure and goals of the organisation. )
- The applicant has appropriate public liability insurance for the activity and the period covering the activity if applicable.
- The budget is comprehensive and realistic with a breakdown of expenditure and income (including in-kind), required quotes provided and value for money demonstrated.
- The project shows evidence of community need, consultation or support.
- The applicant demonstrates the capacity to deliver through a well-organised and structured management committee with relevant skills and experience
- The event aligns with the program objectives and the Community Vision 2035 located [here](#).
- The event targets areas or regions outside of the Bellingen Shire
- There is focus on creating and encouraging social inclusion
- There are clear and measurable objectives and outcomes including economic, social and/or community benefit

### Desirable criteria:

- The applicant takes a strategic, innovative, and creative approach to identifying and reaching their target market
- There are strong partnership arrangements as well as cash or other contributions
- Applicants that provide a strategic plan that identifies how the event will be sustainable will be considered favourably.
- Activities that encourage inclusion and accessibility for all will be considered favourably. A toolkit for accessible and inclusive events can be found [here](#).

Council aims to support a range of projects that are geographically spread across the shire and cover a diverse range of themes.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful.

## Support Material

It is strongly recommended that appropriate and relevant support material be submitted with your application to assist in its assessment. This might include:

- Evidence of similar projects previously undertaken by your organisation
- Letters of support from organisations and/or the community involved in your project
- Quotes where possible or evidence of cost estimates
- Social enterprise governing documentation or constitution

## Assessment process

- All applications will be assessed by a Grants Review Panel and recommendations presented to Bellingen Shire Council for approval of funding.
- Council reserves the right to award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.
- Applications may be assigned to another grants program as part of the assessment process if the original funding program selected by the applicant is not deemed the most appropriate for the initiative.
- Applicants will be formally notified via email.

## How to apply

- Applications must be submitted online via the [Good Grants portal](#)
- Access to the internet and an email address will be required
- The application must be submitted by the due date
- Late or incomplete applications will be not considered



## Successful applicants

Successful applicants must:

- Enter into a funding agreement with Bellingen Shire Council via the Good Grants Portal and adhere to the conditions of the agreement.
- Provide proof of appropriate public liability insurance for the activity and the period covering the activity if applicable.
- Register as a creditor to Council if not already registered via [Council website](#)
- Provide an invoice that states the Australian Business Number (ABN) (if applicable), or the organisation and the name of the organisation. Organisations registered for GST should provide an invoice inclusive of GST. Organisations not registered for GST should provide an invoice exclusive of GST.
- Acknowledge Bellingen Shire Council in promotional material (e.g., websites, social media, media releases, posters, pamphlets, programs, invitations, and advertising). Logos are available from Bellingen Shire Council.
- Provide promotional opportunities for the Mayor (or delegate) to present or speak at the event or site stall (where appropriate).
- Notify Council in writing of any changes to the project that would result in the funding being expended for activities other than those detailed on the application. Variations may not be undertaken without prior written approval from Bellingen Shire Council.
- Notify Council if you are unable to meet deliverable requirements or the project is no longer going ahead. You must notify Council and return funds within 30 days of notifying Council.

## Reporting

- Submit a "Final Activity Report" to Council within two months of finishing the project. The report should include accurate records and accounts regarding each activity including receipts, proof of purchase and invoices and other documents to show how your organisation spent the grant. Photographs, copies of promotional material and media clippings must be included in the report, where available.

## Completing your application

If you need assistance with the online application form or with any aspect of completing your application, please contact the Community Development Officer on (02) 6655 7300 or [Lfazio@bellingen.nsw.gov.au](mailto:Lfazio@bellingen.nsw.gov.au)



## Definitions

### Auspicings

An auspicings body is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. If a grant is awarded, the auspicings body must sign the funding agreement and is responsible for reporting and acquitting the grant within two months of the project being completed. All correspondence and monies will be directed to the auspicings body. It is recommended that the successful grant applicant enters into a written agreement with their nominated auspicings body that clearly outlines each party's responsibilities and liberties.

### In-kind

An "in-kind contribution" means giving something other than money to support a project or organisation. It could be goods, services, or time volunteered instead of cash. Examples include donating equipment, providing free services like legal help, or volunteering for a cause. These contributions are valuable because they help save money and show community support.

If you need assistance with calculating volunteer hours and wages, please click [here](#).

### Private Works

Private works are tasks undertaken by Council to support community projects. These works are generally not considered part of Council's core responsibility. However, in some cases, Council can assist with various aspects of a project. For example, pick up and disposal of additional bins. When applicants apply for private works to support a project, no money is exchanged. Nonetheless, the costs associated with Council undertaking the work must still be included in the application budget and will form part of the grant amount requested.

### Social enterprise

A social enterprise refers to an organisation that uses income mostly derived from trade and sales, to fulfil a mission of improving society either environmentally, socially, culturally or economically, for the benefit of others.

