



Support to Community Events Grant Guideline

WEST WIMMERA SHIRE COUNCIL

| COUNCIL GUIDELINE | | |
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| SUPPORT TO COMMUNITY EVENTS GRANT | Guideline No: | |
| | Adopted by Council: | 17 April 2024 |
| | Next review date: | May 2025 |
| Senior Manager: | Director Corporate and Community Services | |
| Responsible Officer: | Manager Community Development and Tourism | |
| Functional Area: | Community Development | |
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| Introduction & Background | <p>West Wimmera Shire Council is committed to supporting local communities, including community run events.</p> <p>This grant guideline is for the use of community groups and individuals wishing to hold an event who require in-kind support only. If financial support is required, applicants must apply under the Sponsorship and Contributions grant guideline that provides for both financial and in-kind support from Council.</p> | |
| Purpose & Objective | <p>The support to Event Grant encourages community outcomes in line with West Wimmera Shire 2040 Community Vision, and the Council Plan 2021-25. The Support to Event Grant application is also used to notify Council of an event and if required, apply for in-kind support only.</p> <p>It aims to build community capacity:</p> <ul style="list-style-type: none">• To standardise Council's support to community run events• To standardise internal processes to support the West Wimmera Shire community in relation community run events.• To provide clear communications to the community about expectations regarding Community run events.• To provide a single point of contact within Council for community groups for event coordination. | |



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| Definitions | <ul style="list-style-type: none"> • Community Group – A not-for-profit group with a goal of benefiting members of the West Wimmera Shire community. • Community Event – an event run by a Community Group or members of the community where the benefits of the event, financial and social, are applied for the greater enjoyments and benefit of the entire community. |
| Council’s in-kind Support | <p>Council’s in-kind contribution is a contribution of a good or service other than money. Some examples are:</p> <ul style="list-style-type: none"> • Preparation of an area out of normal work routine (mowing, slashing, etc.) • Allocation, preparation, deliver and removal of extra bins. • Allocation, delivery and removal of traffic management signage. • As with monetary support, in-kind contribution is a contribution by Council and as such requires acknowledgement of the support received from Council. |
| 1. | <p>Scope</p> <p>This guideline shall apply to:</p> <ul style="list-style-type: none"> • Notification of an event. • Community run events on community and or on Council owned land/buildings. • Event open to all members of the public. <p>This guideline does not include:</p> <ul style="list-style-type: none"> • Private functions (i.e., weddings, funerals). • Gathering of specific groups and not available to the general public, (i.e., class reunions, club reunions). |
| 2. | <p>Application Process</p> <ol style="list-style-type: none"> 1. Open application from via the West Wimmera Shire Council (WWSC) smarty grants page – https://www.westwimmera.vic.gov.au/Council/Grants-and-Funding 2. Any questions regarding the application process are to be directed to the Volunteers and Event Officer via events@westwimmera.vic.gov.au or on 13 99 72. 3. Any request for in-kind support is to be included in the application. 4. Please complete all section of the application (see 3 above). 5. You will receive an email notification that we have received your Event Notification/Support to Communities Event Grant application. 6. Council staff will assess the application against the grant guideline and provide a report to the CEO. 7. Council’s CEO will determine the grant application. |



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| 3. | <p>Withdrawal or rejection of support</p> <p>Council may withdraw in-kind support or chose not to provide in-kind support to an event in any of the following circumstances:</p> <p>Where the event does not align with the Council’s plan and/or Council’s grant policy.</p> <ul style="list-style-type: none"> • Where the event cannot obtain appropriate insurance coverage. • Where the event involves any practice which can be reasonably regarded as illegal. • Where the event involves any practice which can reasonably regarded to cause offence to any other party. • Where Council resources are not available due to operational reasons. • Where Council formally resolves not to provide support to any event. |
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| Guideline Adopted: | Council Meeting 17/04/2024 | Minute Book | Policies and Procedures Team |
| Guideline Reviewed: | | | |
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