



4. COMMUNITY LIAISON

Policy 4.9

Events Attraction Package – Section 356 of the Local Government Act
1993

Version 1

4 COMMUNITY LIAISON

4.9 EVENT ATTRACTION PACKAGE - FINANCIAL ASSISTANCE – SECTION 356 OF THE LOCAL GOVERNMENT ACT

OBJECTIVE:

To provide a policy framework for the allocation of the Events Attraction Package - financial assistance under Section 356 of the Local Government Act, 1993

POLICY:

Council provides financial assistance to event producers and organisations under Section 356 of Local Government Act, 1993.

Financial assistance will be provided on the basis of the relative merits of each application and the economic and social capital benefits to the community provided by the project/activities of the organisation.

1. GENERAL CONDITIONS FOR FINANCIAL ASSISTANCE

- 1.1 Council only provides financial assistance to event producers and organisations that will deliver an economic and social capital benefit to the Lithgow Local Government Area and the Lithgow community.
- 1.2 Council does not provide in-kind assistance. All requests for Council works and services are costed through the Event Attraction Package
- 1.3 Financial assistance will not be provided retrospectively other than for Council fee waiver requests within the current financial year
- 1.4 Council will determine in each Operational Plan, an amount of Financial Assistance for allocation to the Events Attraction Package Program during the year.
- 1.5 All requests to waive or reduce fees and charges for the hire of Council's sporting facilities are first considered by Council's Sports Advisory Committee which then makes recommendations to Council.
- 1.6 Council considers at these times, applications:
 - To support local projects and activities with a demonstrated broad community benefit to the Lithgow community.
 - For the waiving of fees and charges. Council will determine in each Operational Plan, an amount for the waiving of fees and charges for the use of Council owned facilities during the year in accordance with Council Policy 4.6 Request for Donation by Waiving of Fees for Council Facilities. Organisations may submit requests for the waiving of Council fees and charges throughout the year.
- 1.7 All organisations requesting financial assistance must do so on the Events Attraction Package Application Form.

2. PAYMENT CONDITIONS

- 2.1 Payments will only be made after the receipt by Council of a valid tax invoice
- 2.2 Council fees and charges incurred in the use of a Council facility for the event that Council is providing the financial assistance will be deducted before the financial assistance is paid.
- 2.3 Payments are limited to \$5,000 ex GST per event.

3. ACQUITTAL AND REPORTING REQUIREMENTS


- 3.1 Organisations receiving financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
- 3.2 Organisations receiving financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- 3.3 Organisations receiving financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

Maintained by Department:	Tourism	Approved by:	Council		
Reference:	Policy Register	Policy No:	4.9	Effective Date:	10/4/17
Min No:	17-99	Version No:	1	Reviewed Date:	Once every Council Term
Attachments:	1. Financial Assistance Guidelines 2. Sample – Acquittal for financial assistance 3. Events Attraction Package Application Form				

GUIDELINES FOR LITHGOW CITY COUNCIL EVENTS ATTRACTION PACKAGE

- The Lithgow City Council Events Attraction Package assists event producers and organisations that offer a significant contribution to the social, economic and/or environmental wellbeing of the community.
- Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements will be addressed.

GENERAL CONDITIONS OF FUNDING

- All applicants are to complete the Events Attraction Package Application form – letters of request or verbal applications will **not** be accepted as funding applications.
- Applications that **match \$ for \$ will be considered favourably** – any matching funding from the applicant or other sources are to be identified on the application.
- Assessment of applications will remain confidential.
- No funding will be allocated to meet short falls, nor will financial assistance be retrospective other than for Council fee waiver requests within the current financial year.
- All applicants must provide certificates of currency for insurance and/or constitution/rules of their organisation.
- Lithgow City Council **must be acknowledged in all promotional activities** and Council must be provided with copies of advertising or promotional materials featuring the Council logo for Council's approval **prior** to use in any promotional activity.
- This symbol  on the application form provides tips on particular components of the application form.
- Any funds unspent at the completion of the project must be returned to Council.
- Council requires a tax invoice prior to payment of Financial Assistance. GST will be added to all financial assistance. Applicants should be registered for GST and provide their ABN. Applicants without an ABN must submit a 'Statement by a Supplier' form available from the Australian Tax Office or from Council.
- Council fees and charges incurred in the holding of an event will be deducted before the financial assistance is paid.
- Applicants should keep the guidelines and only return the application form and any associated documentation with their application.

- The applicant and Council acknowledge the good public image and reputation of each other and agree to work co-operatively and professionally to ensure that the good public image and reputation of each Party continues.
- You must not, at any time or under any circumstance, give Council false or misleading information.
- In recognition of the importance of developing event-based tourism and economic development strategies for the region, when requested by Council, You agree to promote and collect from attendees at the event any studies, surveys or other information/data gathering tools for the purpose of Council research. You agree to provide Council with all completed studies, surveys or other information/data gathering tools at the cessation of the event or as otherwise requested by Council in writing.
- You are not entitled to any funding payment under this Agreement until You have completed or obtained any and all requisite:
 - (a) licences, permits, authorities and approvals; and
 - (b) insurances and indemnities; and
 - (c) documentation including all Event Management Plans, Site Plans and Risk Assessments in accordance with this Agreement.
- If required by Council, you agree to provide Council with monthly Progress Reports during the period specified by Council and to provide an event report after the event date.
- You acknowledge and agree that where an event is cancelled by you, Council will not be liable for any loss, debt, payment or claim made by you or any other person, including any liability for sponsorship payment, provision or claim made under or pursuant to this Agreement

*Organisations may submit requests for the waiving of Council fees and charges throughout the year. These are to be submitted on the Financial Assistance Program Application form. Council fees and charges will be deducted before the financial assistance is paid.

PROJECT DESCRIPTION AND INFORMATION TO INCLUDE IN THE APPLICATION

The following information is to be included in the application:

- The event name
- A clear description of your event and its aims.
- How the event meets the overall visions of Lithgow City Council. Obtain a copy of Council's Community Strategic Plan to get a better picture of Council's visions.
- Clearly identified and demonstrated needs for the event from the community's viewpoint.
- How the event will address identified needs.
- Outcomes to be achieved and the specific tasks to be undertaken
- Evidence of consultation with, and involvement in the project of, key stakeholders and others who will benefit from the event.
- An event timetable.
- Letters of support including supporting documentation from the applicant's sponsoring or governing body.

BUDGET

- Section 3 on the application form.
- **IMPORTANT – Every** applicant should carefully consider this section and complete in full.
- Include a detailed budget that shows income and expenditure for the event and details of any other funding that is anticipated.
- Include an estimate of the in-kind contribution to be provided by your organisation as **\$ for \$** matching applications will be favourably considered.
- Applicants may attach a budget to the application in preference to completing the section.

IMPLEMENTATION SCHEDULE

- Section 4 on the application form.
- This will assist Council to understand how you will achieve the event objectives.

ACQUITTAL AND REPORTING REQUIREMENTS

- An acquittal form is provided with the application form for applicant's information only.
- A copy will be sent to all applicants at the conclusion of the funding process – applicants need to ensure that they have listed the end date of the project in section 1.
- Organisations receiving a financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
- All organisations receiving a financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

FUNDING AGREEMENT

- Successful applicants will be sent a completed copy for signing following the negotiation of terms between the organisation and Council.

ATTACHMENTS TO ASSIST IN THE CONSIDERATION OF YOUR REQUEST

The following attachments must be included with the financial assistance request:

- The organisation's constitution.
- Details of promotional and marketing activities for the event.

The following suggested inclusions might assist in the success of the request:

- Evidence of ongoing communication with stakeholders regarding the event.
- Number of active members, including volunteers, in the organisation – names are not required.

Any changes to the purpose for which funding has been allocated must be submitted in writing to The General Manager, Lithgow City Council, PO BOX 19 LITHGOW NSW 2790

CHECKLIST – THESE ITEMS MUST BE INCLUDED WITH THE APPLICATION

To ensure the application is complete, please check that all the attachments are included as follows:

- A completed application form is required for **ALL** applications.
- All applicants should complete section 1
- All applicants need to sign in section 5.
- All Applicants must include the organisation's constitution.
- Only return the application form and your attachments – keep the guidelines, draft funding agreement and draft acquittal form for your records.

Sample - ACQUITTAL FOR FINANCIAL ASSISTANCE

Successful applications will be sent an acquittal notice to prepare and submit at the conclusion of the financial assistance period. It should be accompanied by a report of the outcomes of the event.

Name of Organisation/Individual receiving financial assistance:

Address of Organisation/Individual:

Contact Person:

Contact Phone Number (during office hours):

FINANCIAL ASSISTANCE DETAILS:

1. Amount of Financial Assistance Received:

2. Expenditure Details of Financial Assistance (please attach budget)

Describe how the financial assistance was spent and the outcome/success of the activity (attach media coverage and more information if possible).

Signed: _____ Date: _____

EVENT ATTRACTIONS PACKAGE Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of your Event.	
Name of the organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone, Fax and Email Address	Telephone: (bh)
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	
Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date: End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

\$

Must agree with amount stated in this application's budget in section 3) (amount EXCLUSIVE of GST)

SECTION 2: EVENT DETAILS – all applicants to complete (including representation/prize giving).

Briefly describe your request/project. If required, attach additional details.

Is your event new? Select one YES NO

If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the aims of the event? How will your event assist members of the Community? Which of Council’s vision statements does your project achieve?

Identify how your event supports social, environmental and/or economic aspects and development in the Community.

What outcomes and benefits will your event have for the community?

What community consultation has confirmed the need for this program?

List the organisations actively involved in the event.

ORGANISATION	CONTACT PERSON	Contact telephone number



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 3: BUDGET – IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income:	Amount
Proposed Expenses:	Amount
TOTAL COST OF EVENT	
TOTAL COST OF FUNDING SOUGHT	

SECTION 5: DECLARATION – ALL applicants to complete this section.

On behalf of:

(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

Print Name:

Position in organisation:

Address:

Contact telephone numbers:

Email address:

Date:
