

# Event Grants Program 2022/23

## Frequently Asked Questions

### How do I apply?

All applications must be submitted online via the SmartyGrants platform. When the Event Grants program opens on 1 February 2022, a link to the form will be published on the Surf Coast Events website: [surfcoastevents.com.au](http://surfcoastevents.com.au). Click on the link to reach Smartygrants. At this point, you will need to create an account with SmartyGrants. Please refer to the SmartyGrants Help Guide for Applicants, for further assistance and information.

### Can I apply if my event starts before the announcement of successful grants?

Events applying to the February round must be held between 1 July 2022 and 30 June 2023. Successful applicants will be announced following the May Council Meeting.

If your event begins before 1 July 2022, then it is ineligible for this funding round.

### Can I apply if my event has received funding in previous rounds?

Tourism, Boutique Creative/Special Focus and Community Events can apply for single year funding for a maximum period of three years. This three year period begins for all events as of 1 July 2021. After three years, Council may consider entering into a Sponsorship Agreement with events that meet the criteria of a Sponsored Event.

If you have previously received funding, you will need to provide data and demonstrate future growth elements for the event.

### How do I know which funding stream to apply for?

All applicants must discuss their event with Council's Event Grants Team, Katie Boag or Sarah Korakis on: 03 5261 0600, who will be able to assist in identifying which category your event fits best.

You should also carefully review the Event Grants Guidelines, which provide further details including event definitions and assessment criteria.

### What evidence of meeting the assessment criteria do I need to provide?

Evidence should be tangible and demonstrable. For Tourism Events, Boutique Creative and Special Focus Events, we strongly recommend that you provide data-based evidence to support your application.

### My event is fairly small. Will it receive funding?

It is important to understand that this program is highly competitive and a successful application will need to show plausible goals and be supported with relevant research and documentation. Any event, large or small, is expected to be able to do this.

### Should I seek a letter of support from a Council officer or Councillor for my application?

Letters of support are worth including as they are additional evidence, but do not negate the need to meet selection criteria, or gain the appropriate permits and approvals.

### **What sort of obligation does the event have to Council if it is successful?**

Successful events will be required to enter into an agreement with Surf Coast Shire Council. Refer to Section 10 of the Event Grants Guidelines for a full list of obligations.

### **After the event is held, are there any further obligations?**

Successful events will be required to complete a Post-Event Report, including a financial acquittal. Funds received must be used as specified in the original budget. Any changes to the scope must be reported to Council prior to the event taking place.

### **Do I need to be registered for GST?**

No. However, you will be expected to provide a tax invoice if you are successful in receiving a grant. GST will only apply if you are registered.

### **How much should I apply for?**

As part of your application, you will be asked to provide the total event budget. The event should not be overly reliant on Council funding, ie you should be able to show other revenue streams. The level of support provided for the event will be dependent upon the quality of the application submitted, and the scale of the event. A strong application will demonstrate how the event will attract visitors and/or generate benefits for the community.

Be aware that there are limited funds for multiple events under consideration, and as such, very few events receive the upper dollar limit of the grant stream.

### **Can I seek funding to pay for the event's insurance?**

Funding cannot support the cost of insurance. See Section 7 of the Event Grants Guidelines for details of event components that will not be funded.

### **How is the decision to fund an event made?**

Applications are first assessed by a panel of Council Officers, then presented to the Executive Management Team for review against the weighted assessment criteria. Recommendations are then put forward to Council for their review and ultimate decision.

### **I missed the program application closing date. Can I still submit my application?**

Late applications will not be accepted under any circumstances.

### **When will I be notified about the outcome of my application?**

All applicants will be notified of the outcome of their application after the May 2022 Council Meeting.

### **Any further questions?**

Please contact the Event Grants Team, Katie Boag or Sarah Korakis on: 03 5261 0600, or via email: [eventgrants@surfcoast.vic.gov.au](mailto:eventgrants@surfcoast.vic.gov.au)