

**COMMUNITY
CONNECTIONS**

Sunshine Coast Council Community Grants Community Events

Council Vision



Australia's most sustainable region
Healthy, Smart, Creative

COMMUNITY CONNECTIONS



2016-17 – Programs delivering over **\$4.65 million** in funding support through **1,051 Grants** to **505** community groups and **252** individuals

COMMUNITY CONNECTIONS

Community Connections Team

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Community Funding 2018-2019

| Grant | Open | Close | Amount | Notification |
|--------------|-------------------|------------------|--|--|
| Major Grants | 23 July 2018 | 3 September 2018 | \$2,000 - \$15,000* *Co-funding > \$7,500 | Mid November - For events January to June 2019 |
| | February 2019 | March 2019 | \$2,000 - \$15,000* *Co-funding > \$7,500 | Mid June - For events July 2019 to January 2020 |
| Minor Grants | 23 July 2018 | 3 September 2018 | Up to \$2,000 | Mid October - For events November 2018 – February 2019 |
| | 24 September 2018 | 5 November 2018 | Up to \$2,000 | Mid December - For events February 2019 - |
| | February 2019 | March 2019 | Up to \$2,000 | Mid April - For events May 2019 onwards |
| | March 2019 | May 2019 | Up to \$2,000 | Mid June - For events July 2019 onwards |

Funding is for Not-For-Profit community groups for projects that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.



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Community Events Priorities

People & places are connected

Supporting and building capacity of local event management talent and suppliers

Contribute to local economy by planning events which attract a broad range of patrons

Demonstrating sound event management principles and planning

Promoting a vibrant, diverse and fun place to live and visit

Contribute to building strong communities: inclusive, connected, engaged, healthy and active

Demonstrate a commitment to the development of local creative skills and cultural pursuits

Increase access and engagement with cultural heritage, including Aboriginal culture

Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment

Celebrate and contribute to our lifestyle, environment and culture

Funded Community Events



Top Ten Tips for success

1. Get organised and develop a project plan
2. Research your project
3. Identify potential funding sources
4. Know your funder
5. Be clear and concise
6. Tell your story
7. Align to relevant strategies
8. Support your application
9. Prepare a detailed budget
10. Don't leave it to the last minute



Good Project Planning

Before you apply:

- **Why** does this project need to happen?
- **What** are you proposing to do?
- **How** are you going to achieve this?
- **When** are the key dates / milestones?
- **Where** are the activities happening?
- **Who** is involved in the project?
- **What** costs are involved?





Types of things we fund for community events

- Venue Hire
- Hire of Equipment
- Bins, Power, Toilets, Cleaning
- Security
- Marketing and Promotion
- Event Insurance (not Organisation insurance)
- Staging and Sound Production
- Performer Fees
- Event Managers Fees



Ineligible Events

- School and Church fetes
- Celebration or competition activities and events where attendance is limited to individual organisations or their members

Ineligible Items

- Judging or adjudication fees
- Uniforms (volunteer shirts)
- Purchase of catering, hospitality, food and beverages
- Purchase of merchandise, trophies and prizes



Provide a clear budget

Ensure your budget is detailed and accurate

Budget table includes:

- **Income:** List of ALL project income sources
 - Show other grants and co-funding if required
 - Include sponsorships, ticket sales, fundraising, discounts etc.
 - Volunteer labour is an in-kind contribution
- **Expenditure:** Detailed list of all costs
 - Costs of the project - not just request items
 - Include in-kind contributions as an expense

Your budget should balance!

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| Income | \$ | Expenditure | \$ |
|--|-----------------|---------------------------------|-----------------|
| Council Grant | \$3,000 | Sound production and staging | \$2,000 |
| Applicant Contribution - Cash | \$1,300 | Performers and entertainment | \$2,300 |
| In-kind time 120 hrs @ \$30/hr | \$3,000 | In-kind staff 120 Hrs @ \$30/hr | \$3,000 |
| In-kind discount from Sunshine Coast Daily | \$330 | Marketing and promotion | \$1,700 |
| Sponsorship | \$5,000 | Hire equipment | \$3,500 |
| Income from rides | \$1,000 | Event Insurance | \$1,000 |
| Income from food stalls | \$1,370 | Bins and cleaning | \$1,000 |
| | | Electrical | \$500 |
| Total | \$15,000 | Total | \$15,000 |



Project Co-Funding / Contributions

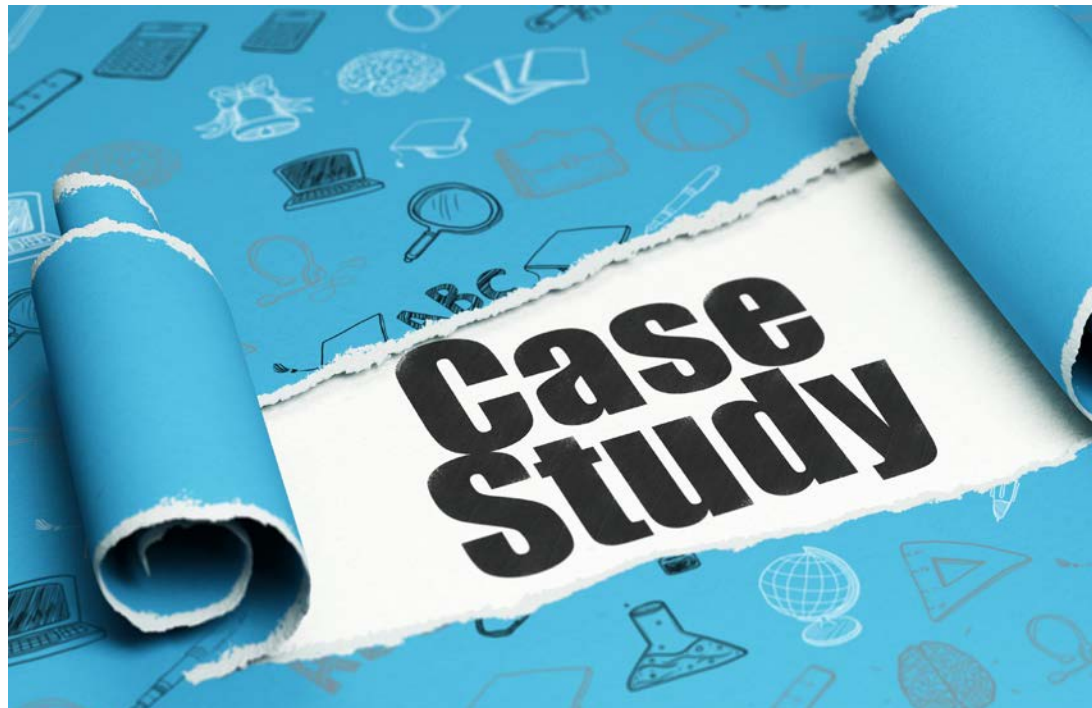
| AMOUNT REQUESTED FROM COUNCIL | CO-FUNDING REQUIREMENT | COUNCIL CONTRIBUTION |
|-------------------------------|---|---|
| Up to \$7,500 | No requirement | Up to 100% of project costs from Council |
| \$7,501 - \$15,000 | 50% of total project costs from other source/s ie. \$20k request requires \$10k co-funding | Up to 50% of project costs from Council (up to 20% in-kind) |

What makes a good application?

- Financial sustainability
- Different aspects or improvements to an event each year
- Planning has been undertaken (this is your event plan)
- Capacity to run the event (both resourcing and finances)
- Collaboration/demonstrating true partnerships (“the shared economy”)
- Applications submitted well before the event to allow for planning

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Case Study



Submitting Applications

Use your Project/Event Plan

- Check closing date/time/notification
- Ask key questions early
- Contact funder to clarify queries
- Allow time to gather information
- Deal with technology issues
- SUBMIT before the deadline!



Grants Management

1. You are successful in receiving funding

- Notification Letters/Agreements

2. An Acquittal will be required following your event

- Acknowledgement of funder
- Keep/track invoices/receipts
- Measures of success:
 - What were the lasting benefits to the people who attended your event?
 - What actually happened?
 - Provide evidence of outcomes (ie - Attendance numbers, surveys, photos, marketing, media stories, etc)



Community Connections Team

We can help you with...

- Understanding guidelines
- Check your application and provide feedback
- Technical difficulties with applications
- Project development
- Linking to council staff and relevant departments
- Identify opportunities to partner with other organisations
- Help you plan your project budget
- Identifying other sources of funding



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Questions?

Community Connections

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