

### Central Coast Council Community Events and Place Activation Grant Program 2022/23

#### 1. What is the Community Events and Place Activation Grant Program?

The Community Events and Place Activation Grant Program aims to support local organisations to deliver community events and activities that activate spaces and places to complement activity around town centres, foreshores, lakes and green spaces for the community and visitors.

#### 2. Available Funding

Total funding available per financial year is \$300,000

Applications can be made for funding up to \$20,000 per financial year, per activity, in combined funding and access Council services assistance.

#### 3. Key Dates

Opens 1 June 2024. Closes 30 June 2024.

The Community Events and Place Activation Grant Program is time limited and will cover activities that are able to be completed within an eighteen (18) month timeframe from the date of funding.

Applications are scheduled for final decision at a Council Meeting approximately three (3) months after the application deadline of each round.

**ANY** variation to project scope or timeframe must obtain prior approval in writing from Central Coast Council.

#### 4. Expected Program Outcomes

Each application is required to address a minimum of one of the following outcomes identified:

4.1 Quality program project/event for the Central Coast and Council.

The following examples are a guide as to how your project/event may achieve this:

- Showcases the local area and/or the Central Coast region.
- Enhanced sense of creativity, connection, and local identity.
- Is accessible to a large number of people.

4.2 Increased economic benefit to local areas and/or the Central Coast region.

# Community Events and Place Activation Application Form 2024/25

## Form Preview

The following examples are a guide as to how your project/event may build on our local economy:

- Promotes and grows tourism that celebrates the natural and cultural assets of the Central Coast in a way that is accessible, sustainable and ecofriendly.
- The project/event encourages links between community, cultural, sporting, business and tourism.
- The project/event has the potential to grow and become of regional significance.

4.3 Project strengthens our community by creating opportunities for connection, creativity, and inclusion.

The following examples are a guide as to how your project/event may build on our local community:

- Supports reconciliation through the celebration of Aboriginal and Torres Strait Islander cultures.
- Sporting, community and cultural event or festival.
- The project extends cultural or artistic programs and has the ability to attract new audiences.
- The project/event encourages community engagement.
- The project/event will contribute to a vibrant cultural and community life for the Central Coast.
- The project/event encourages key stakeholders to participate in important issues and initiatives

4.4 Project/events that activate spaces such as town centres, foreshores, lakes and green spaces for families, community and visitors to the Central Coast

The following examples are a guide as to how your project / event may achieve this:

- The transformation of public spaces into vibrant places where communities gather.
- Activities that empower community members to breathe life into streets and neighbourhoods making them attractive, inviting, and safe.
- Create opportunities for people to connect with their local neighbourhood.
- To experiment with fun and innovative ideas that generate community engagement.

## 5. Types of Activities/Projects Supported

5.1 Sporting, community and cultural events that play an important role in our local community and demonstrate community benefit and/or capacity building.

5.2 Activities that activate spaces in our local neighbourhoods such as town centres, foreshores, lakes and green spaces.

5.3 An activity that has grown and is of interest to a particular community.

# Community Events and Place Activation Application Form 2024/25

## Form Preview

5.4 An ongoing activity that provides entertainment or educational programs where entry is open to the public to attend free of charge or at a subsidised rate, e.g., local community festival.

5.5 An annual activity that provides reasonable benefit to the Central Coast region, e.g., regional sporting events.

5.6 Projects that include the hire or purchase of non-fixed equipment and material that provides a demonstrated community benefit beyond the life of the grant (request for purchase of equipment needs to demonstrate how the equipment relates to the event/project/activity).

5.7 Cost of Public Liability insurance linked directly to the project.

## 6. Eligibility

6.1 Applicants must be:

- A legally constituted not-for-profit organisation.
- An unincorporated community group auspiced by a legally constituted not-for-profit organisation.
- A business.

6.2 A modest auspice fee will be considered for legally constituted not-for-profit organisations who auspice an applicant.

6.3 Applicants must operate within the Central Coast area or be able to demonstrate that the project will benefit residents of the Central Coast community.

6.4 All applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.

6.5 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

6.6 Central Coast based community run emergency service entities that are part of Government Departments and Agencies such as RFS, SES and VRA.

6.7 Applicants must provide all required documentation as detailed in section eleven (11) of the [Community Events and Place Activation Guidelines](#).

6.8 Events that adhere to and promote environmental sustainability in accordance with Council's [Sustainable Events Management Policy](#) and [Sustainable Events Guidelines](#).

## 7. The following are Ineligible

7.1 Late or incomplete applications.

7.2 Proposals from Government Departments, agencies or any Council with the exception of Central Coast based community run emergency service entities.

7.3 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).

7.4 Expenditure for equipment not related to the specific project proposed.

# Community Events and Place Activation Application Form 2024/25

## Form Preview

7.5 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.

7.6 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purpose for other organisations.

7.7 Applications seeking funds for retrospective projects and activities commencing, or project items purchased, prior to two (2) months from the end of the grant closing date. (For example, applications submitted by deadline of 30 June must commence no sooner than 1 September in order to be eligible).

7.8 Proposals that duplicate a project, service or activity already existing within the Local Government Area.

7.9 A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.

7.10 Proposals that are for funding the core business of the organisation.

7.11 Applications for purchases or expenses related to privately owned items.

7.12 Applications that do not have asset owner consent, if applicable.

7.13 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses.

7.14 Applications seeking funds for existing salaried or waged positions not related specifically to the proposed project.

7.15 Applications seeking funds for benefits such as travel, meal or accommodation costs including costs to undertake activity outside or to the Local Government Area.

7.16 Applications seeking funds for goods or services to 'on-sell'.

7.17 Applications seeking funds for prize money and gift vouchers.

7.18 Funds for fees to attend a conference, congress or seminar.

7.19 General fundraising events/appeals.

7.20 Existing projects or programs that require additional funding.

7.21 Applicants in a position to self-fund the project.

7.22 A project, event, service or activity which primarily benefits a single individual or business.

7.23 Works to buildings or property.

7.24 Purchase of land or buildings.

7.25 Applicants who have an unresolved debt to Council.

7.26 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant.

7.27 A project, event, service or activity which in the opinion of the assessment panel does not comply with [Council's Sustainable Event Management Policy](#) and [Sustainable Events guidelines](#).

**Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.**

### 8. Assessment Criteria

Each application will be assessed as follows:

**8.1 Project Idea** - Project addresses an identified program outcome as outlined in Section four (4).

**8.2 Budget** - The project budget is comprehensive and realistic. Demonstrates all co-contributions (organisation, sponsors, and other grant funding sources) and required quotes are provided with value for money demonstrated.

**8.3 Support** - The project shows evidence of community consultation and support and promotes participation.

**8.4 Sustainability** - The project has a clear beginning and demonstrates where practical that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.

**8.5 Capacity** - Capacity of the organisation to successfully complete the project.

### 9. Assessment Process

**9.1** Applications are only accepted online through Central Coast Council's [website](#) and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.

**9.2** All applications will be assessed by a Grants Review Panel and recommendations presented to Council for endorsement.

**9.3** Central Coast Council reserves the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.

**9.4** 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.

**9.5** 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.

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

**9.7** All decisions of Central Coast Council are final, and no negotiations will be entered into.

### 10. Notification and Payment

**10.1** All applicants will be notified of the outcome of their application.

**10.2** Unsuccessful applicants are encouraged to seek feedback from Council's Grant Team on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

**10.3** Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed with any funding

# Community Events and Place Activation Application Form 2024/25

## Form Preview

conditions met, prior to funding being provided. Council reserves the right to withhold funding if stipulated grant conditions as per the Funding Agreement are not met.

10.4 All projects must be completed as agreed upon within the Funding Agreement. Please note that Council funding may only be used as agreed with Council and may not be diverted to other budget line items, projects or purposes. A request to divert funds must be submitted in writing for approval.

10.5 The organisation will provide to Council a final project report (grant acquittal). The report due date is within twelve (12) weeks of the end of the project, as per application, or date of payment, whichever is latest. The report must detail the outcomes and expenditure of funds granted and must include evidence of expenditure as detailed in the acquittal template.

10.6 Applicants who do not complete and return an acquittal report by dates agreed in their Funding Agreement will be ineligible for any future funding.

## 11. Additional Information

11.1 In addition to the completed application form, the following must be provided:

- A copy of your most recently audited financial statements (or a statement of income and expenditure signed by your finance manager if your organisation is not subject to audit requirements)
- Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
- Evidence of other funding secured or applied for (if relevant).
- A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing.
- A copy of your organisation's Public Liability insurance certificate or a written quotation for Public Liability insurance cover for \$20 million.
- For capital works and/or equipment, two quotes for each item valued at \$1,000.00 or more.

11.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council.

11.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many activities require approvals and consents from Central Coast Council, NSW Police and other state government agencies.

11.4 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.

11.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.

11.6 All grants are governed by Central Coast Council's [Community Grants Policy](#).

11.7 The Applications are scheduled for final decision at a Council Meeting approximately three (3) months after the application deadline of each round.

# Community Events and Place Activation Application Form 2024/25

## Form Preview

11.8 Any grant agreement involving Council funding of an event must demonstrate compliance with Council's [Sustainable Management Policy](#).

## 12. Key Contacts

**Grant Enquiries** Grants Team **E-mail:** [grants@centralcoast.nsw.gov.au](mailto:grants@centralcoast.nsw.gov.au) **P:** 4325 8861

**Event Enquiries** Events Team **P:** 4350 1624

Quotes and bookings for Council Facilities (E.g.: Halls, theatres, and open space areas) Council has a range of spaces available for hire via our online [hall and venue finder](#) and [park and sportsground finder](#). **P:** (02) 4325 8222 or (02) 4350 5555

## Contact Details

\* indicates a required field

### Organisation Details

#### Organisation Name \*

Organisation Name

#### Organisation Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Organisation Primary Phone Number \*

Must be an Australian phone number.

#### Organisation Primary Email \*

Must be an email address.

#### Website link

Must be a URL.

#### Which of the following best describes your organisation:

- ☐ Registered Charity
- ☐ Incorporated not for profit/body
- ☐ Australian Public Company Limited by Guarantee
- ☐ Business

# Community Events and Place Activation Application Form 2024/25

## Form Preview

- ☐ Cooperative
- ☐ Charitable Foundation
- ☐ Auspiced by a legally constituted not for profit

### Are you auspicing this project for another group? \*

☐ Yes ☐ No

No more than 1 choice may be selected.

If yes, the organisation is the auspicing body and the contact is the group being auspiced

### Does your organisation have an ABN? \*

- ☐ Yes
- ☐ No
- ☐ Unsure

### Applicant Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Contact for Application- the person responsible for the project management

### Contact Name \*

Title First Name Last Name

### Name of Organisation \*

### Applicant Position \*

# Community Events and Place Activation Application Form 2024/25

## Form Preview

**Contact Number \***

Must be an Australian phone number.

**Contact Email Address \***

Must be an email address.

**Are you an employee or Councillor of Central Coast Council? \***

☐ Yes ☐ No

No more than 1 choice may be selected.

If yes, you are not eligible to apply

## Project Details

\* indicates a required field

**Project Title: \***

**Brief project description: \***

Word count:

Must be no more than 50 words.

Provide a short description of your project - what are you out to do?

**Project Start Date - The date you intend to start spending grant funds \***

Must be a date and no earlier than 1/9/2024.

CANNOT commence within two (2) months of the grant round closing date

**Project End Date - The date all grant funds will have been spent \***

Must be a date.

**Does your event or place activation run over multiple dates?**

☐ Yes

☐ No

**Event Start Date: \***

Must be a date and no earlier than 1/9/2024.

CANNOT commence within two (2) months of the grant round closing date

# Community Events and Place Activation Application Form 2024/25

## Form Preview

**Event End Date: \***

Must be a date and no earlier than 1/9/2024.

**Event Date: \***

Must be a date and no earlier than 1/9/2024.

CANNOT commence within two (2) months of the grant round closing date

**Main suburb your project will take place:**

**What venue (if any) will your project be located at?**

**As the applicant are you the owner of the property referred to in this application?**

☐ Yes ☐ No

No more than 1 choice may be selected.

If you are not the owner of the property, you will need to attach a letter of consent from the legal owner of the property.

**Detailed project description e.g- project plan/scope and goals \***

Word count:

Must be between 0 and 500 words.

**Please attach an Event Management Plan \***

Attach a file:

If you do not already have an Event Management Plan [please click here to download a basic Event Management Plan template](#) to fill out and attach above.\*

**Click here to view [One – Central Coast, Community Strategic Plan 2018-2028](#).**

**Please select the main outcomes your project aims to achieve:**

- ☐ Community benefit aligned to One Coast Community Strategic Plan 2018-28
- ☐ Quality program project/event for the Central Coast and Council
- ☐ Increased economic benefit to local areas and/or the Central Coast region
- ☐ Project strengthens our community by creating opportunities for connection, creativity and inclusion
- ☐ Project/events that activate spaces such as town centres, foreshores, lakes and green spaces for families, community and visitors to the Central Coast

# Community Events and Place Activation Application Form 2024/25

## Form Preview

**Please select which objective from One Coast Community Strategic Plan 2018-28 your project best aligns with:**

**Describe how your activity strives to achieve the selected outcome/s: \***

Word count:

Must be between 0 and 500 words.

**Will your project be open for the use/attendance of the general public? \***

☐ Yes ☐ No

No more than 1 choice may be selected.

**How many people do you anticipate will benefit from your project? \***

☐ 50-100 ☐ 100+ ☐ 500+ ☐ 1000+ ☐ 2000+

**Describe how the community is involved in this project including any consultation that has taken place and what community support there is for the project:-e.g survey conducted \***

Word count:

Must be between 0 and 500 words.

**Attach evidence of community consultation:**

Attach a file:

**How will you promote your project to the community? e.g marketing plan \***

Word count:

Must be between 0 and 500 words.

**If a marketing plan has been developed please attach:**

Attach a file:

**Projects that require ongoing funding are required to demonstrate the organisations's plan towards project sustainability (finance, administration and governance) excluding Council Services. \***

# Community Events and Place Activation Application Form 2024/25

## Form Preview

Word count:

Must be between 0 and 500 words.

### Considerations

**To the best of your knowledge, what type of approvals, permits, licences will your group need to obtain?**

- ☐ Development Consent
- ☐ Traffic Committee/Road Closures
- ☐ Asset owner's approval
- ☐ Tentative or confirmed venue booking documentation
- ☐ Other:

Please note: If you are successful in receiving support from Council, this support does not replace any of the necessary paperwork and requirements of your event/activity. You are still required to complete and submit all necessary documentation.

**If you selected any of the above, please provide evidence and include current status:**

Attach a file:

**Have you been dealing with a Central Coast Council staff member regarding this project? \***

- ☐ Yes ☐ No

No more than 1 choice may be selected.

Please note: if you are successful in receiving support from council, this support does not replace any of the necessary paperwork or approvals required for your project. You are still required to complete and submit all necessary Council documentation.

**If yes, who? \***

### Project Budget - Please note this section is MANDATORY

\* indicates a required field

#### Application Budget Details

It is important to provide an accurate budget for the whole project not just requested funding from council.

Please refer to Council's Fees and Charges to determine the cost of Council services: [FEES AND CHARGES](#)

# Community Events and Place Activation Application Form 2024/25

## Form Preview

Requested funding from Council can include cash and Council services' contributions.

Examples of Council Services

- \* Hall Hire
- \* Oval Hire
- \* Waster Services
- \* Traffic Management

The budget table also allows the applicant to show cash or in-kind service items (if any) they will contribute.

Some examples of in-kind services that an applicant can assist with include : volunteer time, supplies, materials or services.

Volunteer time calculations: to calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate community in-kind contributions, use the cost price of the supplies, materials or services contributed as a guide.

<b>Project Item(s) - please list/ detail all budget items below - see example above:</b>	<b>Amount Requested from Council:</b>	<b>Select Council Contribution - Council Services or Cash</b>	<b>Applicant Contribution: Cash</b>	<b>Applicant Contribution: In-Kind e.g volunteer time(dollar value of contributions)</b>
	\$		\$	\$
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# Community Events and Place Activation Application Form 2024/25

## Form Preview

	\$		\$	\$
	\$		\$	\$
	Must be a dollar amount.		Must be a dollar amount.	Must be a dollar amount.

**Total Amount Requested:**

\$

This number/amount is calculated.  
What is the total financial support you are requesting in this application?

**Total Applicant Contribution Cash:**

\$

This number/amount is calculated.

**Total Applicant Contribution In-Kind:**

\$

This number/amount is calculated.

**Total Project Cost:**

\$

This number/amount is calculated.  
What is the total budgeted cost (dollars) of your project?

Part Funding- please fill in organisations budget priorities if Council choose to part fund the project.

*\* Community Development Grant Program is highly competitive which may lead to Council part funding projects.*

Priority Item:	Amount requested from Council:	Select Council Contribution - Council Services or Cash	Applicant Contribution: Cash	Applicant Contribution: In-Kind e.g volunteer time (dollar value of contributions)
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	Must be a dollar amount.		Must be a dollar amount.	Must be a dollar amount.

Part Funding Total

**Part Funding Total Requested:**

# Community Events and Place Activation Application Form 2024/25

## Form Preview

\$

This number/amount is calculated.

### Part Funding Applicant Contribution Cash:

\$

This number/amount is calculated.

### Part Funding Applicant Contribution In Kind:

\$

This number/amount is calculated.

### Part Funding Project Total:

\$

This number/amount is calculated.

## Please Attach Relevant Quotations

Two quotes **MUST** be supplied for **each capital work or equipment** item valued at **\$1000** or more.

### Quotation 1:

Attach a file:

### Quotation 2:

Attach a file:

## Budget Pricing Research Documents

Please upload any budget pricing research documentation here to support your budget

### Budget Research Documentation

Attach a file:

### Cost to participants (if any) \*

\$

Must be a dollar amount.

Must be a dollar amount, if nil insert 0

### What budget item is the participant cost contributing to? \*

### Are you seeking funding from other sources? E.g. sponsorship \*

# Community Events and Place Activation Application Form 2024/25

## Form Preview

- ☐ Yes  
☐ No

### Evidence of other funding sought:

Attach a file:

### Is the funding confirmed? \*

☐ Yes ☐ No ☐ Unsure

No more than 1 choice may be selected.

### Amount of funding from other source/s: \*

\$

Must be a dollar amount.

If no funding sought, insert \$0

### Which budget item/s will this funding contribute to? \*

## Documentation Check List - These documents are MANDATORY.

### Annual Report - Please attach a copy of your most recent Annual Report or a web address/link to your most recent Annual Report online

Attach a file:

Annual report can be a copy of your Form A12, sent annually to NSW Fair Trading

### Annual Report website link:

Must be a URL.

### Signed Financials - Please attach a copy of the most recent statement of financial position (balance sheet) and statement of financial performance (profit loss, income statement) of your organisation signed by your Accountant/Finance Manager/Treasurer: \*

Attach a file:

### Not-for-profit status - for organisations that do not have an ABN - please attach a copy of your current Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from NSW Office of Liquor, Gaming and Racing:

Attach a file:

# Community Events and Place Activation Application Form 2024/25

## Form Preview

**Public Liability Insurance - Place attach a copy of Public Liability Insurance Certificate of Currency, or a written quote, for this project, for a minimum \$20 million**

Attach a file:

Support Material: please ensure all documents are aptly titled for identification

If applicable, please attach any support material.

**Attach Files:**

Attach a file:

**Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.**

## Declaration and Privacy Statement

\* indicates a required field

Declaration and Privacy Statement:

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact Central Coast Council immediately if any information provided in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**I am authorised to complete this application and have read and understood the declaration and privacy statement \* \***

☐ Yes

**Name \***

Title

First Name

Last Name

**Position held \***

**Date of declaration \***

Must be a date.